

**EXETER CITY COUNCIL ACTION MINUTES**  
**February 23, 2021**

**A closed session of the City Council, City of Exeter was held on Tuesday, February 23, 2021, at 6:33 p.m., in the Exeter City Council Chambers, 137 North F Street.**

**COUNCIL PRESENT:** Barbara Sally, Frankie Alves, Dave Hails, and Justin Mills

**COUNCIL ABSENT:** Mary Waterman-Philpot

**STAFF PRESENT:** Adam Ennis, Julia Lew, David Yanez, Shonna Oneal

**A. CALL TO ORDER CLOSED SESSION**

Mayor Sally called the closed session to order at 6:33 p.m.

**B. PUBLIC COMMENTS REGARDING CLOSED SESSION MATTERS**

Mayor Sally requested those who wish to speak on matters listed on the Closed Session Agenda to do so at this time.

There were no public comments presented.

**C. ADJOURN TO CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION(S):**

Mayor Sally adjourned to closed session at 6:33 p.m.

1. 54956.8 Conference with Real Property Negotiators  
 Property: Dobson Field  
 Under Negotiation: Terms and conditions of property sale  
 Negotiating Parties: Adam Ennis (City of Exeter) and George Eddy (Exeter Unified School District)

**A regular session of the City Council, City of Exeter was held on Tuesday, February 23, 2021, at 7:15 p.m., in the Exeter City Council Chambers, 137 North F Street.**

**COUNCIL PRESENT:** Barbara Sally, Frankie Alves, Dave Hails, and Justin Mills

**COUNCIL ABSENT:** Mary Waterman-Philpot

**STAFF PRESENT:** Adam Ennis, Julia Lew, David Yanez, John Hall, Daymon Qualls, Chris Tavarez, Lisa Wallis Dutra, Shonna Oneal

**D. CALL TO ORDER REGULAR SESSION AND REPORT ON CLOSED SESSION ITEMS (if any)**

Mayor Sally called the regular session to order at 7:15 p.m. and advised there is no reportable actions from Closed Session.

**E. PLEDGE OF ALLEGIANCE AND INVOCATION**

The Pledge of Allegiance was given by Mayor Pro Tem Alves and an invocation was given by Pastor Kathy Rosas.

**F. SPECIAL PRESENTATIONS (if any): None**

**G. PUBLIC COMMENTS:**

Mayor Sally requested those who wish to speak on matters that are not on the agenda that are within the jurisdiction of the Exeter Council, or to address or request a matter be pulled from the consent calendar to do so at this time. She also stated comments related to Individual Business or Public Hearing items that are listed on the agenda will be heard at the time that matter is addressed on the agenda.

There were no public comments presented.

**ACTION MINUTES  
EXETER CITY COUNCIL  
Page 2, FEBRUARY 23, 2021**

**H. CONSENT CALENDAR:**

It was moved by Mayor Pro Tem Alves, seconded by Council Member Mills and carried 4-0 (Council Member Waterman-Philpot absent) that the items on the Consent Calendar be approved as presented.

1. Approve regular minutes of February 9, 2021
2. Payment of the Bills
3. Confirmation of initial appointment term lengths for the Measure P Oversight Committee members as follows: Jennifer Dunlap 4 Years; William Stimple 2 Years; Patricia Thompson 4 Years; Steven Garver 4 Years; Mary Barker 4 Years; Veronica Casanova 2 Years; and Troy Kadin 2 Years.
4. Consider participation in the County of Tulare's Multi-Jurisdictional Local Hazard Mitigation Plan (MJLHMP) update as required by the Federal Emergency Management Agency (FEMA) to remain eligible for future federal disaster mitigation funding and authorize the City Administrator to execute a letter of commitment by the City of Exeter as a participating jurisdiction to the County of Tulare's 2023 Multi-jurisdictional Hazard Mitigation Planning update effort for their grant application packet.

**I. INDIVIDUAL BUSINESS ITEMS**

1. **Public Hearing to consider amendments to the Exeter Municipal Code, Title 10 - Vehicles and Traffic - Chapter 10.04 - Traffic Regulations; and introduce and give first reading of Ordinance 696 amending and restating Title 10, Chapters 10.04 through 10.60 of the City of Exeter Code of Ordinances, making Technical Corrections, Eliminating Chapters 10.48 and 10.52 (Bicycle Licensing and Use), Further Defining "Commercial Vehicle," and Restricting Parking of Said Vehicles.** Public Works Director Daymon Qualls provided a report for Council's review and consideration. Council posed questions and Mr. Qualls, City Administrator Adam Ennis and City Attorney Julia Lew provided responses thereto.

Mayor Sally opened the public hearing at 7:35 p.m., receiving no comment, the public hearing closed at 7:35 p.m.

Following discussion it was moved by Council Member Hails, seconded by Council Member Mills and carried 4-0 (Council Member Waterman-Philpot absent) to give first reading of Ordinance 696 amending and restating Title 10, Chapters 10.04 through 10.60 of the City of Exeter Code of Ordinances, making Technical Corrections, Eliminating Chapters 10.48 and 10.52 (Bicycle Licensing and Use), Further Defining "Commercial Vehicle," and Restricting Parking of Said Vehicles, read by title only, and waiving further reading in full.

**J. CITY COUNCIL ITEMS OF INTEREST**

Mayor Pro Tem Alves reported on his attendance at the TCAG meeting. Council Member Mills reported on his attendance at the Exeter Chamber of Commerce Board meeting. Mayor Sally reported on her attendance at the LAFCO meeting.

**K. CITY ADMINISTRATOR/DEPARTMENT COMMENTS**

City Administrator Adam Ennis provided a brief update on City projects and introduced Attorney David Yanez, a new associate of City Attorney Julia Lew's office.

**L. ADJOURN REGULAR MEETING**

Mayor Sally adjourned the regular meeting at 7:45 p.m.

Shonna Oneal City Clerk

ACS/XEROX FINANCIAL SYSTEM CITY OF EXETER  
2/18/2021 11:20:31 Payments for Publication GL335R-V08.15 PAGE

Approved on 2/12/2021 for Payments Through 2/12/2021

Vendor Name	Description	Amount
CARD MEMBER SERVICES	BLACK NIGHT VISION	9,897.55
	Visa Credit Card Jan Purchases (more detail on file)	
	Final Totals...	9,897.55

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ACS/XEROX FINANCIAL SYSTEM

CITY OF EXETER

2/25/2021 16:33:45

Payments for Publication

GL335R-V08.15 PAGE

Approved on 2/18/2021 for Payments Through 2/18/2021

Vendor Name	Description	Amount
PRODUCTIVITY PLUS ACCOUNT	LANDSCAPER SERIES GLOVE	285.16
	Exeter Merch. Acct Purchases	
**	Final Totals...	285.16

ACS/XEROX FINANCIAL SYSTEM

CITY OF EXETER

2/25/2021 16:47:59

Payments for Publication

GL335R-V08.15 PAGE

Approved on 2/22/2021 for Payments Through 2/22/2021

Vendor Name	Description	Amount
VALLEY EXPETEC	FEB LENOVO THINK PADS	2,409.30
	Police Dept Laptop Lease Agreement	
**	Final Totals...	2,409.30

Approved on 2/25/2021 for Payments Through 2/25/2021

Vendor Name	Description	Amount
AAA QUALITY SERVICES	2/14-3/13/21 POTTY RENTA	105.30
ADVENTIST HEALTH TULARE	JAN LAB FEES	919.00
AFLAC	FEB AFLAC PREMIUM	3,569.44
AMERICAN BUSINESS MACHINES	CH-746 11/24-2/23/21	125.86
BASIC	FEB COBRA ADMIN FEE	30.00
BEN-E-LECT INC.	MARCH CLAIMS 2021	8,975.18
BLUE SHIELD OF CALIFORNIA	3/1-3/31/21	29,565.74
BUZZ KILL PEST CONTROL	FEB PEST CONTROL PD	163.00
C.L.E.A.	MARCH 2021 LT DISABILITY	49.00
CALIFORNIA BUSINESS MACHINES	PW-2/22-3/21/21 BASE	82.21
CALIFORNIA DEPARTMENT OF TAX	2020 USE FUEL TAX RETURN	60.30
CENTRAL CAL WATERWORKS, INC	FEB 2021 WWTP	6,233.33
CHARTER COMMUNICATIONS	2/6-3/5/21 MEDIA SERVICE	97.24
CITY OF FRESNO POLICE DEPT	RANGE FEE ECHEVARRIA	115.00
CONSOLIDATED ELECTRICAL DISTRI	LOW PEAK CC TD FUSE	318.66
CORREA/ GABRIEL	MEALS/TRAINING K-9	65.00
DEPT OF TRANSPORTATION	OCT-DEC 2020 SIGNAL/LIGH	191.41
ECHVARRIA, TYLER	MEALS/FIREARMS COURSE	75.00
ELITE CORPORATE MEDICAL SERV	PRIDEAUX/PRE-PLACEMENT	459.00
EMD NETWORKING SERVICES, INC.	INVESTIGATE COE AD SYNC	160.32
EMPIRE INSIGNIAS	SHOULDER PATCHES	495.00
EXETER CHAMBER OF COMMERCE	2021 BUDGET	2,000.00
FASTENAL COMPANY	XL NINJA X GLV	160.36
FERGUSON ENTERPRISES INC	1 T 10 MTR ECDR BRZ CF	1,516.14
FOOTHILLS SUN-GAZETTE	PN-107-06 COMMERCIAL VEH	137.50
FRESNO CITY COLLEGE	FCC FEE ECHEVARRIA	291.00
FRONTIER CALIFORNIA INC.	5139-2/16-3/15/21	673.97
GALLS PARENT HOLDINGS LLC	TWO TONE REVERS JACKET	63.19
H & P PUBLICATIONS	WEBSITE MAINT RENEWAL	690.00
HAYES/ CURTIS	MEALS/TRAINING FILED	75.00
HIGH SIERRA LUMBER CO.	2X4X16 DF SB PRESSURE	245.21
INGLEHART/BRETT	MEALS/TRAINING K-9	65.00
JIMS STEEL SUPPLY, LLC	2" GALV. PIP P.E. 21'	1,241.66
KIMBALL-MIDWEST	TERMINAL	51.20
LEAF CAPITAL FUNDING LLC	CH-KYOCERA TA402I	167.47
MCCORMICK KABOT JENNER & LEW	JAN LEGAL SERVICES	2,805.00
METER READINGS HOLDING LLC	ANNUAL SUB FEE	13,784.00
MEYERS POLICE K-9 TRAINING LLC	K9 CASE LAW CORREA/INGLE	800.00
MOONLIGHT MAINTENANCE	FEB PD OFFICE CLEANING	1,797.00
MOORE TWINING ASSOCIATES, INC	4HAA5 10/DAY	2,049.00
MORRIS LEVIN & SON	1600 AQUACLAD GLOSS BLK	109.80
PRUDENTIAL OVERALL SUPPLY	2/11/21 UNIFORM SERVICES	206.64
QUAD KNOFF ENGINEERING	200130 COMPLETE ST W/ADA	9,866.66
RC GENERAL CONSTRUCTION INC	GLENVIEW SIDEWALK	6,600.00
ROBERT HALF INTERNATIONAL INC.	WKEND 2/12/21 LOURDES	2,209.80
ROMAN CATHOLIC BISHOP	2/19/21 ARROYO DONATION	18.00
SAN JOAQUIN VALLEY RAILROAD	3/1/21-2/28/22 SANITARY	3,337.61
SELECT BUSINESS SYSTEMS	MAGENTA TONER	315.65

Approved on 2/25/2021 for Payments Through 2/25/2021

Vendor Name	Description	Amount
SHAPE INC.	ROCKYHILL LIFT ST REPAIR	8,053.24
SHRED-IT USA LLC	2/7 SHREDDING AT PD	128.03
SILVER & WRIGHT LLP	JAN 221 SOUTH F	1,879.65
SOUTHERN CALIFORNIA EDISON	9109A-1/12-2/10/21	12,138.42
T-MOBILE	10/21-11/20/19 GPS	191.25
TOWN & COUNTRY CAR WASH	JAN CAR WASH	5.00
UNIVAR SOLUTIONS USA INC	WELL 11 SOD HYPO 12.5 %	226.94
US BANCORP GOVERNMENT LEASING	PRINCIPAL PMT #3	75,831.00
USA BLUEBOOK	CLOROX DISINFECTING WIPE	47.58
VALLEY EXPETEC	MARCH MONTHLY AGREEMENT	4,477.29
YARBS GRADING AND PAVING, INC.	VISA RD IMP PROJECT	277,238.12
4CREEKS, INC	CM VISALIA RD IMP PROJEC	76,899.84

\*\* Final Totals... 560,248.21

Approved on 3/11/2021 for Payments Through 3/11/2021

Vendor Name	Description	Amount
ADVENTIST HEALTH TULARE	MARCH LAB FEES	2,103.00
AMERICAN BUSINESS MACHINES	CH-BLACK TONER 735	8.00
AT&T	FEB LIVESCAN	451.73
BATTERY SYSTEMS, INC	DC24MF	116.64
BIRCHWOOD LIMITED	TRACS2.4 GHZ W/10'WHEELS	7,515.56
CALIFORNIA BUSINESS MACHINES	ADMIN-3/8-4/7/21 BASE	117.16
CENTRAL CAL WATERWORKS, INC	MARCH 2021 WWTP	6,233.33
CENTRAL VALLEY SWEEPING LLC	FEB STREET SWEEPING	3,350.00
CITY OF EXETER	1/18-2/18/21 ASSES	695.38
CITY OF VISALIA	MARCH 2021 ANIMANL SVC F	6,316.67
COLLINS & SCHOETTLER	FEB 2021 PLANNING	1,530.00
CONSOLIDATED ELECTRICAL DISTRI	MINBAY-LAMP 35413	95.34
CRAIGS AUTO PARTS	ENGINE 11 DELO SYNTHETIC	511.92
CULLIGAN	FEB PD WATER SERVICE	126.20
DELGADILLO/ ARACELI	UB DEPOSIT REFUND	89.00
DELTA LIQUID ENERGY, ARRO AUTO	2/1/21 ALDRIDGE	261.22
ELITE CORPORATE MEDICAL SERV	MEDICAL CLINIC FEES-55	1,292.50
EMD NETWORKING SERVICES, INC.	FEB 2021 VOIP	1,319.21
EMPLOYMENT DEVELOPMENT DEPT	OCT-DEC 2020 UIB	1,756.39
EXETER IRRIGATION & SUPPLY	PP CAMLOCK-"A" ADAPTER,	156.08
EXETER MOTORS, INC.	PD-FILTER-ODOUR	799.02
FERGUSON ENTERPRISES INC	LF 1 CTS COMP X MTR STRT	4,004.05
FRANCHISE TAX BOARD	WELL 11 CONTROL PROBLEM	1,558.93
FRESNO OXYGEN	STD LRG FOWS CYLS	111.50
FRONTIER CALIFORNIA INC.	6682-2/22-3/21/21	168.34
FUSION CLOUD SERVICES LLC	0966-2/18-3/17/21	247.41
GHD INC	VISALIA RD IMPROVEMENT	1,310.00
GOPHER GETTER	JAN GOPHER SVC	660.00
HAVARD/ REBECCA & CHARLES B	UB DEPOSIT REFUND	106.26
INGRAM DIGITAL ELECTRONICS CO.	WELL 11 CONTROL PROBLEM	4,676.77
INTERSTATE BATTERIES, DBA	C65-XHD BATTERY	149.64
JACK GRIGGS INC	FEB 2021 GAS	7,679.14
JIMS STEEL SUPPLY, LLC	3" POST CAP W/ BALL	12.93
KIMBALL-MIDWEST	SHOP SUPPLIES TAPE/WHEEL	131.83
LANGE PLUMBING SUPPLY, INC.	ZURN P6000-D-SD-1"	13.77
LAUNDRY BASKET	UB DEPOSIT REFUND	102.48
MOORE TWINING ASSOCIATES, INC	2 BOD (5) 10/DAY	311.00
MUNICIPAL CODE CORPORATION	3/1/21-2/28/22 CODE HOST	550.00
NAVARRETE/ IGNACIO	UB DEPOSIT REFUND	65.52
OFFICE DEPOT	TONER/RECEIPT BOOK	168.49
PENDERSEN/JARED	UB DEPOSIT REFUND	15.36
PETTY/ JEFFREY	UB DEPOSIT REFUND	74.15
PHELPS/ KEVIN	MEALS/ FIREARMS COURSE	75.00
PRINCIPAL LIFE INSURANCE CO.	MARCH PREMIUMS-35 MEMBER	4,967.89
PRUDENTIAL OVERALL SUPPLY	2/25/21 UNIFORM SVC	206.64
QUAD KNOFF ENGINEERING	200130 COMPLETE STREETS	16,020.63
ROBERT HALF INTERNATIONAL INC.	WKEND 3/5/21 LOURDES	2,766.60
ROMAN CATHOLIC BISHOP	3/5/21 ARROYO DONATION	18.00

Approved on 3/11/2021 for Payments Through 3/11/2021

Vendor Name	Description	Amount
SELF-HELP ENTERPRISES	HB LOAN BARAJAS, I	91,799.74
SIERRA SANITATION INC	STANDING SINK 3/2-3/30/2	94.78
SOUTHERN CALIFORNIA EDISON	9240C-1/26-2/25/21	19,307.95
SOUTHERN CALIFORNIA GAS CO.	0493-01/27-2/26/21	1,038.52
STANDARD INSURANCE CO.	MARCH 2021 LIFE INSURANC	1,697.51
SUNBELT RENTALS, INC.	WATER TRUCK RENTAL	1,024.47
T-MOBILE USA INC	MOBILE SVC 1/21-02/21/21	183.31
TF TIRE AND SERVICE	2019 CHEV TAHOE 265/60R1	1,506.91
TOLBERT/ GAVIN	GLEN VIEW 1 TREE REMOVAL	4,250.00
TU CO ENVIRONMENTAL HEALTH	WELL E14W 1000 BLK N FIL	250.00
TUCKER/ LASEY	UB DEPOSIT REFUND	95.11
TULARE COUNTY	JAN-MAIL DELINQ/WTR	2,888.77
TULARE COUNTY JAIL	DIGITAL PRNT VEHICLE GRA	107.75
UNIVAR SOLUTIONS USA INC	WELL 6 SOD HYPO 12.5%	1,406.10
VALLEY GREEN LANDSCAPE	FEB CITY PARK MAINTENCE	5,610.00
VAST NETWORKS	MARCH 2021 UTILITY SYSTE	1,000.00
VERIZON WIRELESS	1/29-2/28/21	1,354.11
VOLLMER EXCAVATION, L.P.	COLD MIX, DELIVERED	1,845.54
YARBS GRADING AND PAVING, INC.	VISA RD IMP PROJECT	133,248.16

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Final Totals... 349,725.41

ACS/XEROX FINANCIAL SYSTEM  
3/16/2021 15:47:57

Payments for Publication

CITY OF EXETER  
GL335R-V08.15 PAGE

Approved on 3/15/2021 for Payments Through 3/15/2021

Vendor Name	Description	Amount
CARD MEMBER SERVICES	DICKEYS BBQ PD	3,453.44
	Visa Credit Card February Purchases (more detail on file)	
**	Final Totals...	3,453.44

Approved on 3/15/2021 for Payments Through 3/15/2021

Vendor Name	Description	Amount
PRODUCTIVITY PLUS ACCOUNT	WATER TANK	491.85
	Exeter Merch. Acct Purchases	
**	Final Totals...	491.85

PAYROLL.....S BI-WEEKLY RUN-02/18/2021 10.46.12 PAGE 1  
CHECK FORM..CHEK CHECK REGISTER PR311R-V14.11 Paymate

PERIOD 2 DATING 2/01/2021- 2/14/2021 CHECK DATE 2/19/2021  
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
1129	63.69	CA STATE DISBURSEMENT UN 2		1 VENDOR CHECK
1130	50.00	TULARE CO SHERIFF'S OFFI 9		1 VENDOR CHECK
1131	1,758.61	PHELPS/KEVIN M	429	1

TOTALS FOR CHECK FORM: CHEK		COUNTS
NEGOTIABLE CHECKS		
1,758.61	*EMPLOYEE CHECKS	1
113.69	*VENDOR CHECKS	2
0.00	*BANK CHECKS	0
1,872.30	**TOTAL NEGOTIABLE CHECKS	3
OTHER CHECKS		
0.00	*MANUAL CHECKS	0
0.00	*CANCELLED CHECKS	0
1,872.30	**TOTAL FOR CHECK FORM	
NON-NEGOTIABLE CHECKS		
0.00	*DIRECT DEPOSIT STUBS	0
0.00	*VENDOR DIR DEP STUBS	0

PERIOD 2 DATING 2/01/2021- 2/14/2021 CHECK DATE 2/19/2021  
 DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
302	117.90-	IBARRA/MARLENE	302	2 MANUAL
48676	144.00	CLOCEA	4	1 VENDOR STUB ONLY
48677	780.00	EXETER POLICE OFFICER AS	3	1 VENDOR STUB ONLY
48678	235.35	EXETER POLICE OFFICER AS	3A	1 VENDOR STUB ONLY
48679	4,442.17	ENNIS/ADAM	206	1 STUB ONLY
48680	2,481.71	ONEAL/SHONNA N	203	1 STUB ONLY
48681	1,245.21	CARTER/AMY JO	502	1 STUB ONLY
48682	1,325.28	HERNANDEZ/XOCHITL	306	1 STUB ONLY
48683	515.61	SANCHEZ/CESILIA	307	1 STUB ONLY
48684	3,310.87	TAVAREZ/CHRISTOPHER	309	1 STUB ONLY
48685	1,909.63	FRANCO/EEKHONG	304	1 STUB ONLY
48686	1,278.57	BELTRAN-TRUJILLO/DIEGO	447	1 STUB ONLY
48687	1,444.11	CARRETERO/VANESSA	402	1 STUB ONLY
48688	458.21	CARRETERO/VANESSA	402	2 STUB ONLY
48689	2,097.49	CORREA/GABRIEL JR	436	1 STUB ONLY
48690	1,288.05	CULLUM/TRENT	444	1 STUB ONLY
48691	2,498.99	DURKEE/MARK	404	1 STUB ONLY
48692	1,409.06	ECHEVARRIA/TYLER J	443	1 STUB ONLY
48693	2,501.67	FERNANDEZ/CESAR	434	1 STUB ONLY
48694	1,987.17	FRICK/JOCELYNN LEANN	433	1 STUB ONLY
48695	2,329.62	GIEFER/MICHAEL DAVID	438	1 STUB ONLY
48696	1,686.86	GUZMAN/TIMOTHY CHARLES	410	1 STUB ONLY
48697	3,278.86	HALL/JOHN T	406	1 STUB ONLY
48698	1,336.62	HAMPTON/JUSTIN	446	1 STUB ONLY
48699	2,252.56	INGLEHART/BRETT A	411	1 STUB ONLY
48700	1,883.42	KNOX/MARK	442	1 STUB ONLY
48701	1,802.22	WALKER/PAUL	425	1 STUB ONLY
48702	2,427.27	YARBER/ISABEL	422	1 STUB ONLY
48703	900.26	ALDRIDGE/GARY	618	1 STUB ONLY
48704	1,395.13	ARROYO/MARIE	623	1 STUB ONLY
48705	1,573.52	BRASSFIELD/TRAVIS	619	1 STUB ONLY
48706	1,848.99	ESPINOLA/DANIEL M	602	1 STUB ONLY
48707	1,286.35	GOLDSTROM/NORMAN	629	1 STUB ONLY
48708	1,547.58	HUGGINS/KYLE AARON	621	1 STUB ONLY
48709	2,836.01	QUALLS/DAYMON	607	1 STUB ONLY
48710	1,316.50	RAMIREZ/JUAN	608	1 STUB ONLY
48711	426.70	WENDT/EDDIE	626	1 STUB ONLY
48712	1,250.75	MILLAN/MARCUS	622	1 STUB ONLY
48713	1,134.43	MILLER/JAMES	624	1 STUB ONLY
48714	645.55	MIRWALD/PHILIP	625	1 STUB ONLY
48715	1,184.32	QUIROZ/PATRICK P	512	1 STUB ONLY
48716	1,638.88	HAYES/CURTIS W	437	1 STUB ONLY

PAYROLL.....S BI-WEEKLY  
CHECK FORM..CHEK CHECK REGISTER

RUN-03/03/2021 12.11.08 PAGE 1  
PR311R-V14.11 Paymate

PERIOD 1 DATING 2/15/2021- 2/28/2021 CHECK DATE 3/05/2021  
DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
1132	63.69	CA STATE DISBURSEMENT UN 2		1 VENDOR CHECK
1133	50.00	TULARE CO SHERIFF'S OFFI 9		1 VENDOR CHECK
1134	1,793.00	PHELPS/KEVIN M	429	1
1135	149.15	ROMERO/JOSE	428	1

TOTALS FOR CHECK FORM: CHEK

NEGOTIABLE CHECKS			COUNTS
1,942.15	*EMPLOYEE CHECKS		2
113.69	*VENDOR CHECKS		2
0.00	*BANK CHECKS		0
2,055.84	**TOTAL NEGOTIABLE CHECKS		4

OTHER CHECKS			
0.00	*MANUAL CHECKS		0
0.00	*CANCELLED CHECKS		0
2,055.84	**TOTAL FOR CHECK FORM		

NON-NEGOTIABLE CHECKS			
0.00	*DIRECT DEPOSIT STUBS		0
0.00	*VENDOR DIR DEP STUBS		0

PERIOD 1 DATING 2/15/2021- 2/28/2021 CHECK DATE 3/05/2021  
 DIRECT DEPOSIT IS TURNED ON

CHECK NUMBER	CHECK AMOUNT	EMPLOYEE/BANK/VENDOR NAME	CODE	CHECK SEQ
48717	144.00	CLOCEA	4	1 VENDOR STUB ONLY
48718	780.00	EXETER POLICE OFFICER AS	3	1 VENDOR STUB ONLY
48719	235.35	EXETER POLICE OFFICER AS	3A	1 VENDOR STUB ONLY
48720	4,436.92	ENNIS/ADAM	206	1 STUB ONLY
48721	2,481.71	ONEAL/SHONNA N	203	1 STUB ONLY
48722	1,137.55	CARTER/AMY JO	502	1 STUB ONLY
48723	1,325.28	HERNANDEZ/XOCHITL	306	1 STUB ONLY
48724	132.98	SANCHEZ/CESILIA	307	1 STUB ONLY
48725	3,305.62	TAVAREZ/CHRISTOPHER	309	1 STUB ONLY
48726	1,909.63	FRANCO/EEKHONG	304	1 STUB ONLY
48727	1,697.72	BELTRAN-TRUJILLO/DIEGO	447	1 STUB ONLY
48728	835.31	BELTRAN-TRUJILLO/DIEGO	447	2 STUB ONLY
48729	1,300.25	CARRETERO/VANESSA	402	1 STUB ONLY
48730	2,214.32	CORREA/GABRIEL JR	436	1 STUB ONLY
48731	1,305.20	CULLUM/TRENT	444	1 STUB ONLY
48732	2,682.96	DURKEE/MARK	404	1 STUB ONLY
48733	1,409.06	ECHEVARRIA/TYLER J	443	1 STUB ONLY
48734	2,399.77	FERNANDEZ/CESAR	434	1 STUB ONLY
48735	1,987.17	FRICK/JOCELYNN LEANN	433	1 STUB ONLY
48736	3,365.04	GIEFER/MICHAEL DAVID	438	1 STUB ONLY
48737	1,751.76	GUZMAN/TIMOTHY CHARLES	410	1 STUB ONLY
48738	3,273.61	HALL/JOHN T	406	1 STUB ONLY
48739	1,570.78	HAMPTON/JUSTIN	446	1 STUB ONLY
48740	2,495.79	INGLEHART/BRETT A	411	1 STUB ONLY
48741	1,819.61	KNOX/MARK	442	1 STUB ONLY
48742	464.54	MACLEAN/JANET L	413	1 STUB ONLY
48743	1,796.97	WALKER/PAUL	425	1 STUB ONLY
48744	2,422.02	YARBER/ISABEL	422	1 STUB ONLY
48745	1,069.42	ALDRIDGE/GARY	618	1 STUB ONLY
48746	1,389.88	ARROYO/MARIE	623	1 STUB ONLY
48747	1,443.98	BRASSFIELD/TRAVIS	619	1 STUB ONLY
48748	1,843.74	ESPINOLA/DANIEL M	602	1 STUB ONLY
48749	1,151.73	GOLDSTROM/NORMAN	629	1 STUB ONLY
48750	1,547.58	HUGGINS/KYLE AARON	621	1 STUB ONLY
48751	2,836.01	QUALLS/DAYMON	607	1 STUB ONLY
48752	1,590.11	RAMIREZ/JUAN	608	1 STUB ONLY
48753	515.59	WENDT/EDDIE	626	1 STUB ONLY
48754	1,256.28	MILLAN/MARCUS	622	1 STUB ONLY
48755	1,281.39	MILLER/JAMES	624	1 STUB ONLY
48756	868.05	MIRWALD/PHILIP	625	1 STUB ONLY
48757	1,179.07	QUIROZ/PATRICK P	512	1 STUB ONLY
48758	1,854.06	HAYES/CURTIS W	437	1 STUB ONLY



City of Exeter  
 Treasurer's Report  
 Investments as of 1/31/2021

<u>Rate</u>	<u>Maturity Date</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Principal Value</u>
<u>Certificates of Deposit</u>				
1.75%	6/30/2021	WELLS FARGO #5AH48	Dec-19	\$ 249,000
1.75%	10/29/2021	COMENITY CAPITAL #ASXS	Oct-16	\$ 249,000
1.75%	11/2/2021	DISCOVER BANK #2M39	Nov-16	\$ 247,000
2.40%	11/15/2022	CAPITAL ONE #RKE0	Nov-17	\$ 247,000
3.00%	8/9/2021	ALLY BANK #GEE9	Aug-18	\$ 245,000
0.30%	12/18/2023	BMW BANK NORTH AMERICA	Dec-20	\$ 249,000
1.83% Average				<u>\$ 1,486,000</u>
<u>Money Market Funds</u>				
0.576% Demand		Local Agency Investment Fund	Various	\$ 4,346,213
0.001% Demand		US Savings	Various	\$ 290,085
Demand		Charles Schwab	Various	\$ 0.23
				<u>\$ 4,636,298</u>
<u>Government Securities</u>				
				<u>-</u>
Total Investments				<u>\$ -</u>
				<u>\$ 6,122,298</u>

By - E. Franco/C. Tavaraz



City of Exeter  
Treasurer's Report  
Investments as of 2/28/2021

<u>Rate</u>	<u>Maturity Date</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Principal Value</u>
<u>Certificates of Deposit</u>				
1.75%	6/30/2021	WELLS FARGO #5AH48	Dec-19	\$ 249,000
1.75%	10/29/2021	COMENITY CAPITAL #ASX5	Oct-16	\$ 249,000
1.75%	11/2/2021	DISCOVER BANK #2M39	Nov-16	\$ 247,000
2.40%	11/15/2022	CAPITAL ONE #RKE0	Nov-17	\$ 247,000
3.00%	8/9/2021	ALLY BANK #GEE9	Aug-18	\$ 245,000
0.30%	12/18/2023	BMW BANK NORTH AMERICA	Dec-20	\$ 249,000
0.40%	1/29/2025	MERRICK BANK	Jan-21	\$ 249,000
1.62% Average				\$ 1,735,000
<u>Money Market Funds</u>				
0.407% Demand		Local Agency Investment Fund	Various	\$ 4,746,213
0.001% Demand		US Savings	Various	\$ 45,525
Demand		Charles Schwab	Various	\$ 0.23
				\$ 4,791,738
<u>Government Securities</u>				
				\$ -
Total Investments				\$ 6,526,738

By: E. Franco/C. Tavaraz

**City of Exeter  
Agenda Item Transmittal**

**Meeting Date:** March 23, 2021

**Agenda Item Number:** H5

**Wording for Agenda:** Confirm creation of the Dobson Field Ad Hoc Subcommittee and the appointment of Council Members Dave Hails and Justin Mills to the Subcommittee.

**Submitting Department:** Administration  
**Contact Name:** Adam Ennis  
**Phone Number:** (559) 592-4539  
**Email:** adam@exetercityhall.com

**Department Recommendation:**

Staff recommends that the Council confirm the creation of the Dobson Field Ad Hoc Subcommittee and the appointment of Council Members Dave Hails and Justin Mills to the Subcommittee.

**Summary/Background:**

The Council created a Dobson Field Ad Hoc Subcommittee for the purpose of engaging in negotiation discussions with a two-member subcommittee from the Exeter Unified School District Board. The Subcommittees would take discussion information back to their respective Council and Board for discussions, and potentially actions, regarding the disposition of Dobson Field. The Council appointed two Council Members, Dave Hails and Justin Mills, to the subcommittee. The Subcommittee would be dissolved once the discussions are completed.

**Fiscal Impact:** None with this action. Any future actions, if any, regarding the disposition of Dobson Field would be addressed in future Council items.

**Prior Council/Board Actions:** None

**Attachments:** None

**Recommended motion to be made by Council/Board:** I move to confirm creation of the Dobson Field Ad Hoc Subcommittee and the appointment of Council Members Dave Hails and Justin Mills to the Subcommittee.

**For action by:**

City Council

**Regular Session:**

Consent Calendar

Regular Item

Public Hearing

**Review:**

**City Administrator  
(Initials Required)**



## City of Exeter Agenda Item Transmittal

**Meeting Date:** March 23, 2021

**Agenda Item Number:** H6

**Wording for Agenda:** Affirm \$28,686.05 in emergency repairs performed on Well E13-W by Kaweah Pump of Visalia, CA, and approve an appropriation of that amount into project account 105.461.080.043.

**Submitting Department:** Public Works  
**Contact Name:** Daymon Qualls  
**Phone Number:** 559.592.3318  
**Email:** dqqualls@exetercityhall.com

**For action by:**

City Council

**Regular Session:**

Consent Calendar

Regular Item

Public Hearing

**Review:**

**City Administrator  
(Initials Required)**



**Department Recommendation:**

Staff recommends that Council affirm \$28,686.05 in emergency repairs performed on Well E13-W by Kaweah Pump of Visalia, CA, and approve an appropriation of that amount into project account 105.461.080.043.

**Summary/Background:**

After a recent pump failure at Well E13-W (the well located at Unger Park), a video inspection of the well revealed that the well casing was damaged at the top edge of the swage (patch) that was previously installed in 2018. While there is no conclusive evidence to confirm staff's suspicions, there is a potential that the damage was unknowingly caused when the contractor was installing the pump after the repairs were made. The video inspection also revealed approximately 80' of sand/gravel material in the bottom of the well casing due to the damaged well casing, along with three sections of 2" diameter PVC sounding tube (used for checking well water levels) that had become detached from the pump base and were lodged in the bottom of the well.

At the Council meeting of Jan 26, 2021, Council approved a reallocation of \$75,000 from the FY 2020/2021 Capital Improvement Program - Well E6-W Rehab to Well E13-W Rehab and appropriated an additional \$1,000 into capital account 105.461.080.043 to fund repair of the above well issues. At that time, it was believed that the well pump and bowls were in proper working order. Upon further inspection, it was determined that the pump and bowls had been destroyed as a result of the excessive sand and gravel material passing through them.

The attached proposal provided by Kaweah pump includes the standard clean, dip, and bake process for the motor which is a standard maintenance procedure anytime a well pump is pulled, the replacement of mild steel couplings with more durable and long-lasting stainless steel couplings, the replacement of a damaged section of shaft, and a new pump, designed for pumping 1300 gallons per minute (gpm) at an operating pressure of 75 psi. The new pump is an improvement over the damaged pump which was designed for pumping 1200 gpm at 75 psi. Staff is optimistic that the new equipment, in addition to the recent well rehab work, will improve the overall operating efficiency and well production for many more years. If approved, staff anticipates having the repairs complete by March 26<sup>th</sup>. Provided that the required water quality samples are determined to be within normal limits, the well can be put back in service on or before April 1<sup>st</sup>. This timing is perfect to ensure adequate water supply before the warmer summer months.

Because such costly repairs are beyond our normally budgeted amount for well maintenance, the appropriation is necessary.

**Fiscal Impact:** There is projected to be approximately \$500,000 in available fund balance in the Water Fund at June 30, 2021.

**Prior Council/Board Actions:** At the Council meeting of Jan 26, 2021, Council approved a reallocation of \$75,000 from the FY 2020/2021 Capital Improvement Program - Well E6-W Rehab to Well E13-W Rehab and appropriated an additional \$1,000 into capital account 105.461.080.043.

**Attachments:** Cost estimate provided by Kaweah Pump.

<p><b>Recommended motion to be made by Council/Board:</b> I move to affirm \$28,686.05 in emergency repairs performed on Well E13-W by Kaweah Pump of Visalia, CA, and approve an appropriation of that amount into project account 105.461.080.043.</p>
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15499 Ave 280  
 Visalia, CA 93292  
 Phone (559) 747-0755 Fax (559) 747-3881

# Estimate

DATE 3-5-2021

Customer ID Well #13

Estimate For: City of Exeter

Estimate valid until: 4-4-2021

Prepared by: Carlos Trevino

Cel 559-750-2620

Material cost

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	TERMS
Carlos T.				Due on receipt
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	
1	Clean, dip, & bake motor Replace upper abd lower	4,742.86	\$	4,742.86
	Bearings on a 150 HP US Motor		\$	-
20	1 1/2" 304 S.S. couplings 10 thread	58.00	\$	1,160.00
12	Feet of 1 1/2" S.S. shaft	38.28	\$	459.36
1	12CHC 6STG Goulds Pump end	10,608.59	\$	10,608.59
	Design point 1300GPM @ 75PSI		\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
	EQUIPMENT _____		\$	-
8	LABOR machinist labor	175.00	\$	1,400.00
24	LABOR 3 Man Rig crew	375.00	\$	9,000.00

SUBTOTAL	\$ 16,970.81
TAX RATE	7.75%
SALES TAX	1,315.24
LABOR	10,400.00
<b>TOTAL</b>	<b>\$ 28,686.05</b>

**This estimate is for completing the job described above, based on our evaluation. It does not include additional labor and materials which may be required.**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

KPI Rep Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions concerning this estimate, please contact us @ 559-747-0755

**THANK YOU FOR YOUR BUSINESS!**

License #826935 Class A, C-57

**City of Exeter  
Agenda Item Transmittal**

**Meeting Date:** March 23, 2021

**Agenda Item Number:** H7

**Wording for Agenda:** Declare Jim Tyler's seat on the Planning Commission vacant and direct staff to post the vacancy and solicit applications.

**Submitting Department:** Administration  
**Contact Name:** Shonna Oneal, Adam Ennis  
**Phone Number:** 592-9244, 592-4539  
**Email:** [soneal@exetercityhall.com](mailto:soneal@exetercityhall.com)  
adam@exetercityhall.com

**For action by:**  
 City Council

**Regular Session:**  
 Consent Calendar  
 Regular Item  
 Public Hearing

**Review:**

**City Administrator  
(Initials Required)**



**Department Recommendation:**

Staff recommends that Council declare Jim Tyler's seat on the Planning Commission vacant and direct staff to post the vacancy and solicit applications.

**Summary/Background:**

On March 14, 2021, Commissioner Jim Tyler, submitted his resignation from the Planning Commission effective March 14, 2021, which creates an unexpected vacancy for a term ending January 2025.

Staff requests the Council declare the seat on the Planning Commission vacant and direct staff to proceed with posting the vacancy notice and soliciting applications with a deadline of April 16, 2021. An item will be brought back to Council following the deadline to submit applications, for consideration and appointment of an applicant to serve the remaining term. Pursuant to Exeter the Exeter Code of Ordinance §2.16.010, appointments for new members is done by the Mayor with approval of the Council.

**Fiscal Impact:** None

**Prior Council/Board Actions:** None

**Attachments:** None

**Recommended motion to be made by Council/Board:** I move to declare Jim Tyler's seat on the Planning Commission vacant and direct staff to post the vacancy and solicit applications.

# City of Exeter Agenda Item Transmittal

**Meeting Date:** March 23, 2021

**Agenda Item Number:** 11

**Wording for Agenda:** Public Hearing to discuss and consider adoption of Resolution 2021-04 for submittal of a 2021 Community Development Block Grant (CDBG) 1 Application for \$500,000 to be used for Housing Rehabilitation and up to \$250,000 for Planning and Technical Assistance for a Sewer Master Plan Update and authorization of execution of Grant Agreement and any Amendments from the 2021 Funding Year of the State CDBG Program.

**Submitting Department:** Finance  
**Contact Name:** Chris Tavarez, Finance Director  
**Phone Number:** 559-592-2755  
**Email:** [ctavarez@exetercityhall.com](mailto:ctavarez@exetercityhall.com)

**For action by:**  
 City Council

**Regular Session:**  
 Consent Calendar  
 Regular Item  
 Public Hearing

**Review:**

**City Administrator  
(Initials Required)**



**Department Recommendation:**

Staff recommends that Council hold a Public Hearing, accept and consider public comments, close the public hearing, and adopt Resolution 2021-04 for submittal of a 2021 CDBG Application for \$500,000 to be used for Housing Rehabilitation and up to \$250,000 for Planning and Technical Assistance for a Sewer Master Plan Update.

**Summary:**

City staff proposes to apply for CDBG funds for Housing Rehabilitation for up to the maximum available amount of \$500,000 and a Planning & Technical Assistance grant to update the City's Sewer Master Plan for up to \$250,000. The application to receive these funds is due by April 30, 2021. Self-Help Enterprises (SHE) has been retained for preparing grant applications and is currently partnered with the City on administration of other similar projects, as they provide experience on requirements for submission of program applications.

In discussion with Self-Help Enterprises and community stakeholders, Housing Rehabilitation has been identified as a potential area of need for residents in the City of Exeter. Due to the current low supply of housing and the City having other available funds for First Time Home Buyers, this funding would be best utilized for existing low and moderate-income homeowners in need of assistance on rehabilitation of their homes. Should CDBG Program Income be available, up to \$150,000 will be committed to further the proposed 2021 CDBG Application activity of Housing Rehabilitation.

In addition, the City has identified a need for a comprehensive Sewer Master Plan Update. To promote adequate community development, including housing projects within the City, it is important that a Sewer Master Plan Update be completed to ensure that needed improvements are identified, planned and budgeted. If awarded, this funding will provide the gap funding in order for the City to continue to deliver necessary sewer repairs, maintenance and improvements without creating additional deferred needs.

When the Public Hearing is opened, citizens are encouraged to ask questions and/or comment on the proposed activities/application or on any aspect of the CDBG Program. A public notice was published in the March 10, 2021, issue of the Sun-Gazette and posted at regular locations throughout the City to notify the public of this public hearing.

**Background:**

The CDBG Program regulations require that the City conduct a public hearing on all CDBG-related matters to provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas in which CDBG funds are used. Therefore, when the public hearing is opened, the public will be invited to comment on the City's proposed submittal of a 2021 CDBG Grant application, use of CDBG Program Income, and to make their comments known on the proposed activities.

A public notice was published in the March 10, 2021 issue of The Sun-Gazette notifying the public of this public hearing.

On January 29, 2021, HCD released a Notice Of Funding Availability (NOFA) announcing the availability of CDBG Program funds of approximately \$30 million from the 2021 funding allocation. Competitive applications are due on April 30, 2021 and the Over-the-Counter (OTC) Application will be due May 31, 2021.

Eligible activities predominantly benefit low- and moderate-income Californians and include: Housing Assistance Programs (Single-Family Homeownership Assistance, and Single-Family Housing Rehabilitation); Public Facility and Public Improvements projects (including Public Improvements in Support of New Housing Construction); Public Service programs, Planning Studies, Economic Development Business Assistance and Microenterprise activities. The City may apply for a maximum of \$1,500,000 for up to three activities. In a separate application, the City has recently submitted for CDBG Coronavirus 2 & 3 funding for economic business assistance of up to \$300,000.

**Fiscal Impact:** Previously budgeted funds in the Sewer Fund (107) and Housing Fund (116) are proposed to cover the costs of preparation and submission of these applications. The cost for preparation of the CDBG application by Self-Help Enterprises is a total of \$4,000 to be paid for out of the City's Housing Fund (116) for \$2,500 (Expense line item #116.502.012.000) for the Housing Rehabilitation Application and Sewer Fund (107) to pay \$1,500 for the Sanitary Sewer Master Plan Update Application. In addition, QK (City Engineer) is estimated to have approximately \$5,000 in fees to prepare information for submittal of the Sewer Master Plan Update Application, this and SHE's costs will be paid for out of the Sewer Fund (CIP # 107.441.080.015).

Administration of the Housing Rehabilitation Program will be done by Self-Help Enterprises under their existing agreement with the City and will be paid for out of first any available CDBG program income and then 13% of the \$500,000 grant allowed for administration. Costs for administration of the Sanitary Sewer Master Plan Update will be paid from the Sewer Fund, if received, this CDBG funding will provide the necessary gap funding to allow the City to deliver a master plan update and still pursue critical sewer capital projects.

**Prior Council/Board Actions:** None

**Attachment:**

Resolution 2021-04, Authorization for 2021 CDBG Application

**Recommended motion to be made by Council/Board:** I move to adopt Resolution 2021-04 as presented.

**RESOLUTION 2021-04**

**A RESOLUTION APPROVING SUBMITTAL OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION FOR FUNDING AND EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2021 FUNDING YEAR OF THE STATE CDBG PROGRAM**

BE IT RESOLVED by the City Council of the City of Exeter as follows:

SECTION 1:

The City Council has reviewed and hereby approves submittal of an application in the amount of up to \$750,000 for the following CDBG activities, pursuant to the November 2018 CDBG Notice of Funding Availability (NOFA):

- |   |           |
|---|-----------|
| a. General Program Administration/<br>Housing Rehabilitation      | \$500,000 |
| b. Planning and Technical Assistance/<br>Sewer Master Plan Update | \$250,000 |

SECTION 2:

The City acknowledges compliance with state and federal public participation requirements in the development of the application.

SECTION 3:

The City hereby approves the use of Program Income in an amount not to exceed \$150,000 for the CDBG activities described in Section 1a above.

SECTION 4:

The City hereby authorizes and directs the City Administrator or Finance Director to sign this application and act on the City's behalf in all matters pertaining to the application.

SECTION 5:

If the application is approved, the City Administrator or their delegate is authorized to enter and sign the grant agreement and any subsequent amendments with the State of California for the purposes of the grant.

SECTION 6:

If the application is approved, the City Administrator or Finance Director is authorized to sign Fund Requests and other required reporting forms.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Exeter held on March 23, 2021 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

By: \_\_\_\_\_  
Barbara Sally, Mayor  
City Council

ATTEST:

By: \_\_\_\_\_  
Shonna Oneal, City Clerk

## City of Exeter Agenda Item Transmittal

**Meeting Date:** March 23, 2021

**Agenda Item Number:** 12

**Wording for Agenda:** Receive a mid-year 2020/2021 Budget Update and consider a 2020/2021 budget amendment and appropriating an additional \$33,000 to the General Fund, directing anticipated revenues over expenses to reserves; Sewer Capital Project reappropriations; consider establishing the six-year Measure P Expenditure Plan and approval of a fiscal year 2020/2021 budget appropriation of \$197,000 for Measure P based on the Plan.

**Submitting Department:** Finance  
**Contact Name:** Chris Tavarez, Finance Director  
**Phone Number:** 559-592-2755  
**Email:** [ctavarez@exetercityhall.com](mailto:ctavarez@exetercityhall.com)

**For action by:**  
 City Council

**Regular Session:**  
 Consent Calendar  
 Regular Item  
 Public Hearing

**Review:**

**City Administrator  
(Initials Required)**



### **Department Recommendation:**

Staff recommends that Council receive a mid-year 2020/2021 budget update and consider a 2020/2021 budget amendment and appropriating an additional \$33,000 to the General Fund, directing anticipated revenues over expenses to reserves; Sewer Capital Project reappropriations; consider establishing the six-year Measure P Expenditure Plan and approval of a fiscal year 2020/2021 budget appropriation of \$197,000 for Measure P based on the currently proposed six-year expenditure plan.

### **Summary**

The COVID-19 Pandemic has brought many challenges to the City. During the pandemic induced recession, some cities throughout the State have implemented furloughs, workforce reductions or other significant cost cutting measures to maintain financial sustainability. There have been a lot of financial declines and uncertainty for many cities in the state.

On a positive note, over the last couple of years, the City of Exeter has operated within a balanced budget, deferring expenses, reducing expenses and increasing existing revenues where possible. As actual sales tax revenues are anticipated to decrease 4% from the original 2020/2021 budget, property tax projections have come in higher than budgeted, and along with one-time COVID-19 relief funds, have increased projected revenues approximately \$250,000 to the General Fund for the 2020/2021 fiscal year (see Table 1).

Due to these past and ongoing efforts, the City of Exeter has been able to avoid many significant cost cutting measures to essential city services such as public safety and public works. City Council has approved actions over the last several years that have led to raising the General Fund Reserve (the City's principal discretionary revenues to support essential services) from approximately 1% to 30% of budgeted operating revenues as of June 30, 2020.

In addition, the City's Enterprise Funds (Water, Sewer and Sanitation) have also been closely looked at and are on their way to adequate financial condition to support operations, regular maintenance, equipment, debt and capital needs due primarily to fee increases implemented in 2020 and continuing through 2024 (5 years). In the Sewer Fund, \$110,000 in capital projects are recommended to be deferred until 2021/2022 (Cement Pad and Master Plan) or released

into fund balance (Vac Truck Retrofit) and reappropriating \$53,000 in 2020/2021 for immediate capital needs for Wastewater Plant pumps, AC for the Wastewater Treatment Plant Electrical room, Valve Replacements and the Rocky Hill School Lift Station Pump.

However, the City has not been immune to adverse impacts of the pandemic and could not avoid the layoff of the Recreation Division in early 2020/2021 due to an indefinite suspension of group gatherings per State orders, which led to an indefinite freeze of City provided and managed recreation programs. The City has seen an elimination of Recreation revenues from the General Fund of over \$100,000 since March 2020.

In November 2020, to address many of the General Fund deferred needs and projects in the City, nearly 70% of voters in the City of Exeter approved, Ordinance 694 "City of Exeter Transactions and Use Tax Ordinance of 2020", reflected on the ballot as Measure P.

Council should consider establishing the six-year Measure P Expenditure Plan (See Attachment 2) and fiscal year 2020/2021 Measure P Budget based on that plan. The Draft Measure P Expenditure Plan previously presented to City Council in January 2021, was reviewed by the Measure P Oversight Committee on March 4<sup>th</sup>, and 9<sup>th</sup> and their feedback and comments have been included as Attachment 1 for Council's consideration. On March 9, 2021, the Committee recommended approval of the Expenditure Plan (2020/2021 through 2025/2026) and Budget for 2020/2021 and 2021/2022 as presented. The Committee will meet at appropriate times to review updates to the Expenditure Plan and Budget.

Based on the above the following mid-year actions are recommended for the 2020/2021 Fiscal Year to reflect updated revenue and expense projections:

1. Amend General Fund budget to a total of \$4,507,000
  - a. Additional appropriation of \$33,000 and amend the detailed General Fund Division appropriations to reflect anticipated expenditures for all divisions due to budget overages from additional expenses for Measure P vote and anticipated operating expenditure overages(Attachment 3)
  - b. Direct revenues that exceed expenditures (estimated to be approximately \$230,000) for 2020/2021 to the City's General Fund Reserve (unrestricted fund balance) to preserve financial stability
2. Sewer Fund – defer/release \$110,000 in capital projects and reappropriate \$53,000 for immediate capital needs
3. Establish the six-year Measure P Expenditure Plan (2020/2021 – 2025/2026)
4. Appropriate \$197,000 in the Measure P Fund (141) for fiscal year 2020/2021 based on the six-year Measure P Expenditure Plan (2020/2021 – 2025/2026)

There are multiple upcoming fiscal challenges for the City to grapple with over the next several years. CalPERS costs for employee retirement are projected to increase from approximately \$750,000 annually to \$1 million by 2025. In addition to other increases to operating costs for the City, the City should be mindful of these increases and continually look for improvement to costs, making sure fees adequately cover expenses and enhancing revenue as possible.

## **Background:**

### Mid-Year Budget Update

Since mid-March 2020 the City has entered an unprecedented period in our nation's history, which has led to stay at home orders and closing of 'non-essential' businesses in order to try

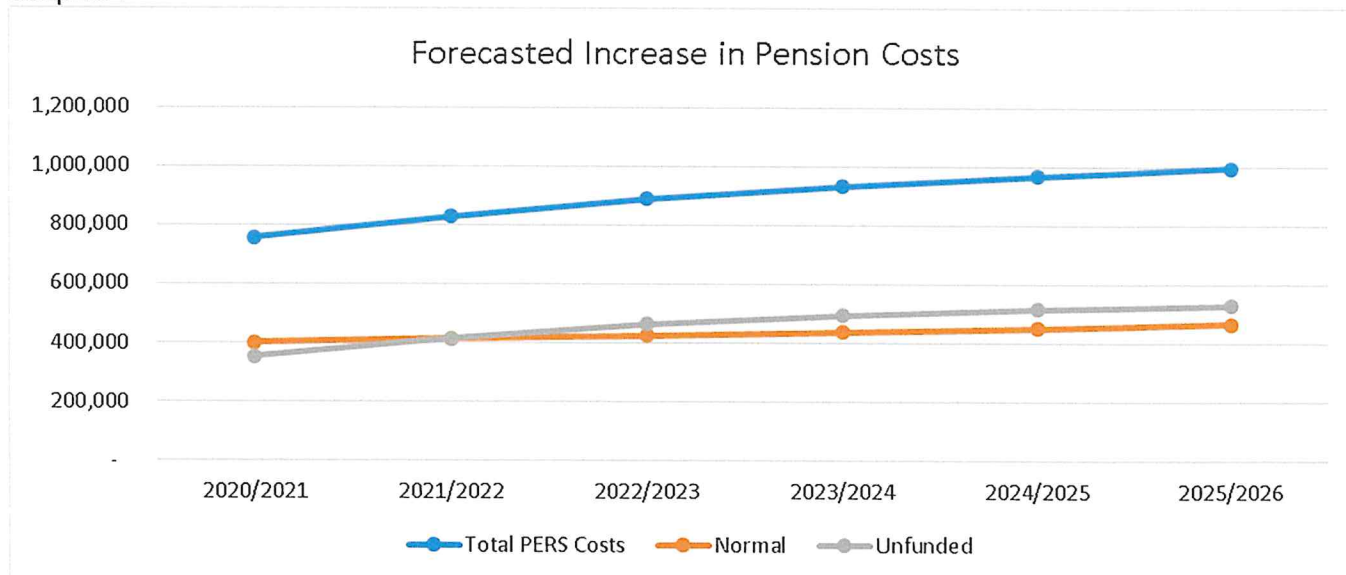
and mitigate the spread of COVID-19. Beyond the harmful impacts to the health of certain individuals this has led to an historic detrimental impact on the nation's economy and recession.

Staff had anticipated possibly significant impacts to the current fiscal year's 2020/2021 sales tax, transient occupancy tax and recreation fees. Sales Tax has decreased approximately 4% from the original budget, TOT has stayed stable, but Recreation has seen a 100% decrease. As explained above, two full time Recreation Division staff and several part-time staff were laid off, of which one has been temporarily assigned to fill a need in the Finance Department at City Hall, assisting customers with utility services, coordinating citywide customer responses and clerical office assignments. This temporary position is reflected in the proposed amended 2020/2021 budget detail. The amended operating budget line items for the General Fund are attached to this report and summarized in Table 1 - General Fund Summary and Attachment 3.

General Fund revenues are projected to be over expenditures by approximately \$230,000 in fiscal year 2020/2021 (see Table 1). It is recommended that Council use this to increase the City's General Fund Reserve to preserve financial stability with approximately 35% reserve.

The fiscal impacts of the pandemic are yet to fully unfold, along with the City already facing significant fiscal head wind in the coming years due to increasing costs. Over the next few years, the City's contributions to CalPERS is projected to increase \$50,000 a year annually, increasing the City's CalPERS contribution by 2025 from \$750,000 to almost \$1,000,000 a year due to the previous recession's impact. See Graphic I, Forecasted Increase in Pension Costs. To cope with these increased costs as well as other costs that will increase with time, the City will need to be mindful to enhance revenues, improve operations and lower costs.

Graphic I



The City's Water and Sewer Enterprise Funds are approved to have additional service fee increases over the next 3 years (increases occurred January 1, 2020 and January 1, 2021), which was a critical action in making sure the City has the financial capability to administer efficient and well-functioning utility systems. Prior to the fee increases, water and sewer revenues were barely covering minimal day to day operational expenses and debt service with very little remaining for regular maintenance, equipment and capital projects.

At the beginning of the fiscal year, General Fund reserves were approximately 30% of 2020/2021 budgeted expenditures. The Council approved a minimum goal of 25% reserve for all operating funds which according to a State Auditor report is considered at the minimum threshold for "moderate risk" to sustain a financial emergency, increasing this will move the City

towards a "low risk" rating (near 50% reserve). The City's Enterprise Funds (Water, Sewer and Sanitation) as of June 30, 2020 saw an increase to their reserves over the prior year primarily due to a refinance of debt (Water and Sewer), however, at this time Sewer and Sanitation have less than the 25% minimum goal of operating expenditures set by City Council. There are no increases proposed for the Enterprise Fund operating budgets for 2020-2021, staff is working to come in under the existing approved budget.

**Table 1 – 2020/2021 General Fund Summary (Original and Amendment Comparison, does not include Measure P)**

General Fund Summary

All Amounts in Thousands

FY 2020/21

	Original FY 2020-21	Amended FY 2020-21
General Fund Revenues	4,167	4,419
- Transfer In	307	321
<b>Total Resources</b>	<b>4,474</b>	<b>4,739</b>

Expenditures

Operations

- Council	2	2
- Administrator	92	93
- Finance	80	81
- General Government	769	896
- Police	2,773	2,782
- Streets	407	421
- Recreation	148	33
- Parks	158	155
Capital	45	45
	-	-
	4,474	4,507
Reserves	-	232
Revenues Over/(under)		
Expenditures	4,474	4,739

The increases to the 2020-2021 budget are primarily from one-time costs for the November 2020 election, shift of costs due to Recreation layoffs and some operational budget deficiencies.

2020/2021 Capital Improvement Program (CIP) Amendments

Council can amend the budget as needed and has done several CIP amendments during the fiscal 2020/2021 year. During this mid-year budget review, staff identified the Sewer Fund needing some amendments. \$110,000 in capital projects (Cement Pad and Master Plan) are recommended to be deferred until 2021/2022 and the Vac Truck Retrofit released to fund balance and reappropriate \$53,000 in 2020/2021 for immediate capital needs for Wastewater

Plant pumps, AC for the Wastewater Treatment Plant Electrical room, Valve Replacements and the Rocky Hill School Lift Station Pump as outlined below.

Sewer Fund (107)

Appropriate as follows:

Cement Pad	- \$15,000 defer to 2021/2022
Master Plan	- \$75,000 defer to 2021/2022
Vac Truck Retrofit	- \$20,000 (release to fund balance)
Total	- \$110,000

Reappropriation for 2020/2021

WWTP Maintenance (for pumps)- 107.441.080.017	- \$44,500
Lift Station (at Rocky Hill School)- 107.441.080.023	- \$8,500
Total	- \$53,000

2020/2021 Measure P Expenditure Plan and Budget

On November 3, 2020, the voters of the City of Exeter approved Ordinance 694, the City of Exeter Transactions and Use Tax Ordinance of 1%/1 cent starting April 1, 2021. This will bring discretionary revenue to the City for essential services such as public safety, streets, parks, recreation and other services. This is estimated to bring into the City approximately \$850,000 annually.

In the December 8, 2020 regular meeting, City Council established a Measure P Oversight Committee comprised of members of the community to oversee the City’s Measure P revenues and expenditures. The Committee’s purpose while providing oversight to the spending of Measure P is to review and provide opinions to Council regarding the expenditures being consistent with the desires of the community. At the February 23, 2021 Council meeting Council confirmed the appointment of seven committee members.

On March 4<sup>th</sup> and 9<sup>th</sup> 2021, the Measure P Oversight Committee met and reviewed materials from past presentations made to the community and City Council. They were provided updates by staff and had various questions and discussion on the draft Measure P Expenditure Plan that had been presented to City Council on January 26, 2021.

Attachment 1 - Measure P Oversight Committee Comments, lists comments and suggestions that the committee members have for City Council to consider for future expenditure plan updates and budgets. The Committee recommended approval of the Expenditure Plan as presented and the 2020/2021 and 2021/2022 budgets as presented. Council is asked to consider approval of establishing a 2020/2021 budget for Measure P today.

**Table 2 - Measure P 2020/2021 Budget Summary**

Category	2020/2021 Appropriation	
Public Safety	\$	-
Community Service and Code Enforcement	\$	60,000
Streets	\$	-
Parks and Other City Facilities	\$	107,000
Recreation	\$	-
Reserve and Administration	\$	30,000
Total Appropriation	\$	197,000

The Measure P Expenditure Plan and Budget may be reviewed and amended by City Council as needed like other fund budget amendments.

**Fiscal Impact:** If approved, an additional appropriation of \$33,000 will raise the City's 2020/2021 General Fund Budget (not including Measure P) to \$4,507,000. This is within anticipated revenues for 2020/2021. Any savings or overage of revenues to expenditures is proposed to go to the General Fund unrestricted balance to increase the City's reserve capacity. In addition, a 2020/2021 \$197,000 appropriation in the Measure P Fund (sub fund of the General Fund) will add to the City's General Fund Appropriation totaling \$4,704,000 (\$4.507m General Fund and \$197k Measure P).

In May 2021, recommended 2021/2022 budget amendments will be brought to City Council for consideration. Included in that presentation will be recommended adoption of a budget for 2021/2022 Measure P revenues based on the six-year expenditure plan.

**Prior Council/Board Actions:** Not applicable

**Attachments:**

Attachment '1' – Measure P Oversight Committee Comments and Recommendations

Attachment '2' – Measure P Expenditure Plan

Attachment '3' – 2020/2021 Budget Amendments

**Recommended motion to be made by Council/Board:**

I move to:

- a) Approve an additional appropriation of \$33,000 and amend the General Fund Budget as outlined in the attachments for a total appropriation of \$4,507,000 in the 2020/2021 fiscal year and direct revenues over expenses to reserves.
- b) Defer and release \$110,000 of Sewer Fund capital projects and reappropriate \$53,000 for immediate capital needs as outlined in this report
- c) Establish the six-year Measure P Expenditure Plan for fiscal years 2020-2021 through 2025/2026.
- d) Appropriate \$197,000 in the Measure P Fund for fiscal year 2020/2021 as presented based on the six-year expenditure plan.

Attachment '1'

**Measure P Oversight Committee**

**Comments on use of Measure P**

**March 9, 2021**

- a. Recommend approval of the Expenditure Plan and Budget for 2020/2021 based on the draft presented to City Council in January 2021
- b. Encourage education that any \$ spent in Exeter stays in Exeter
- c. Training for all employees is encouraged to make sure things are well taken care of and best practices are done
- d. Consider additional support for the Chamber of Commerce (for economic development)
- e. Consider increased communication on what/why the City and Measure P is doing in the community, posting to Facebook, Utility fliers, etc. is encouraged
- f. When Recreation does start again, the Library has resources to handle online registration, joining resources as possible with the Library is encouraged
- g. Stray cats are becoming a problem, development of a program is encouraged
- h. Educating the public on road maintenance and the reason why repairs are done a certain way will be helpful to the public
- i. Homelessness is an increasing issue, making sure resources are identified to handle is recommended

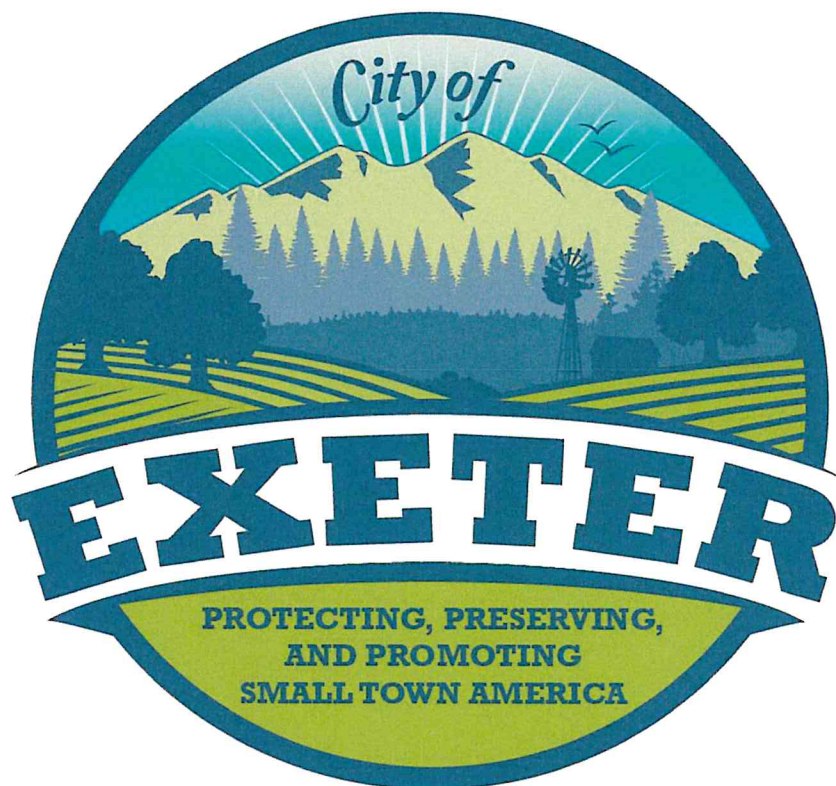
**Measure P**  
**2020/2021, 2021/2022 and Future Years - Expenditure Plan**

Passed in November 2020 by voters, this is a 1% general sales tax for public safety, streets, other essential services and community services.

#	Project Description	Deferred =D	Project #	Prior	Planning Years					
					2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Beginning Cash Available			-	16,050	78,760	122,965	175,851		
	Measure P Sales Tax Revenue			-	851,000	868,105	876,786	885,554		
	Other Funding or Transfers			-	-	-	-	-		
	Operations and Maintenance Expenditures			-	-	-	-	-		
	Capital Expenditures			-	(823,900)	(823,900)	(823,900)	(823,900)		(823,900)
	Accumulated Reserve (25% Minimum Goal of Revenues)			-	45,000	135,000	180,000	225,000		
	Balance to carry forward			-	16,050	78,760	122,965	175,851		237,505
	Total Deferred Projects (unable to fund)			-	124,050	345,000	345,000	345,000		345,000
#	Project Description	Deferred =D	Project #	Prior	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	<b>Public Safety - Police &amp; Fire</b>									
1	Fire: Engine Replacement					100,000	100,000	100,000	100,000	100,000
2	Police: Reallocate existing Officer Position					90,000	90,000	90,000	90,000	90,000
3	Police: Reclassification of (2) Officer in Charge positions to (1) Sergeant Position, (1) Lieutenant					60,000	60,000	60,000	60,000	60,000
4	Police: Operating Budget Deficiencies, Equipment, Training, Etc.					50,000	50,000	50,000	50,000	50,000
5	Police: Vehicle Replacements (2 annual)									
	5 (Recommendation: Fund in COPS Fund) - \$135k									
	Sub Total			-	-	300,000	300,000	300,000	300,000	300,000
	Sub Total Deferred Projects			-	-	-	-	-	-	-
	<b>Community Service and Code Enforcement Officer</b>									
1	Code Enforcement Officer					75,000	75,000	75,000	75,000	75,000
2	Code Enforcement Operational Expenses					5,000	5,000	5,000	5,000	5,000
3	Vehicle (One time/Start up)				50,000					
4	Equipment (One time/Start up)				10,000					
5										
	Sub Total			-	60,000	80,000	80,000	80,000	80,000	80,000
	Sub Total Deferred Projects			-	-	-	-	-	-	-

#	Project Description	Deferred =D	Project #	Prior	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	<b>Streets</b>									
1	Overlays					300,000	300,000	300,000	300,000	300,000
2	Rebuilds	D				300,000	300,000	300,000	300,000	300,000
3										
	Sub Total			-		600,000	600,000	600,000	600,000	600,000
	Sub Total Deferred Projects			-		300,000	300,000	300,000	300,000	300,000
	<b>Parks and Other City Facilities</b>									
1	Park Maintenance and Capital Improvements					40,000	40,000	40,000	40,000	40,000
2	Police and Administration Building (Ongoing)					21,800	21,800	21,800	21,800	21,800
3	City Hall (Ongoing)					3,000	3,000	3,000	3,000	3,000
4	Fire Station (Ongoing)					10,600	10,600	10,600	10,600	10,600
5	Corporation Yard (Ongoing)					12,000	12,000	12,000	12,000	12,000
6	Carnegie Building (Ongoing)					6,500	6,500	6,500	6,500	6,500
7	Police and Administration Building (One Time, multi funded)				106,700					
8	City Hall (One Time, multi funded)	D			3,300					
9	Fire Station (One Time, multi funded)	D			17,000					
10	Corporation Yard (One Time, multi funded)	D			33,750					
11	Carnegie Building (One Time, multi funded)	D			10,000					
	Sub Total			-		93,900	93,900	93,900	93,900	93,900
	Sub Total Deferred Projects			-		-	-	-	-	-
	<b>Recreation</b>									
1	Program Costs: Software, Equipment Replacement	D				15,000	15,000	15,000	15,000	15,000
2	Program Expansion (High School)	D				15,000	15,000	15,000	15,000	15,000
3	Program Expansion (Adults)	D				15,000	15,000	15,000	15,000	15,000

#	Project Description	Deferred =D	Project #	Prior	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
4	Online Registration (One Time/Start Up)	D			60,000					
5										
	Sub Total			-	60,000	45,000	45,000	45,000	45,000	45,000
	Sub Total Deferred Projects			-	60,000	45,000	45,000	45,000	45,000	45,000
<b>Reserve and Administration</b>										
1	Administration to State				30,000	5,000	5,000	5,000	5,000	5,000
2	Reserve					45,000	45,000	45,000	45,000	45,000
3										
	Sub Total			-	30,000	50,000	50,000	50,000	50,000	50,000
	Sub Total Deferred Projects			-	-	-	-	-	-	-
	Total Projects			-	196,700	823,900	823,900	823,900	823,900	823,900
	Total Deferred Projects			-	124,050	345,000	345,000	345,000	345,000	345,000

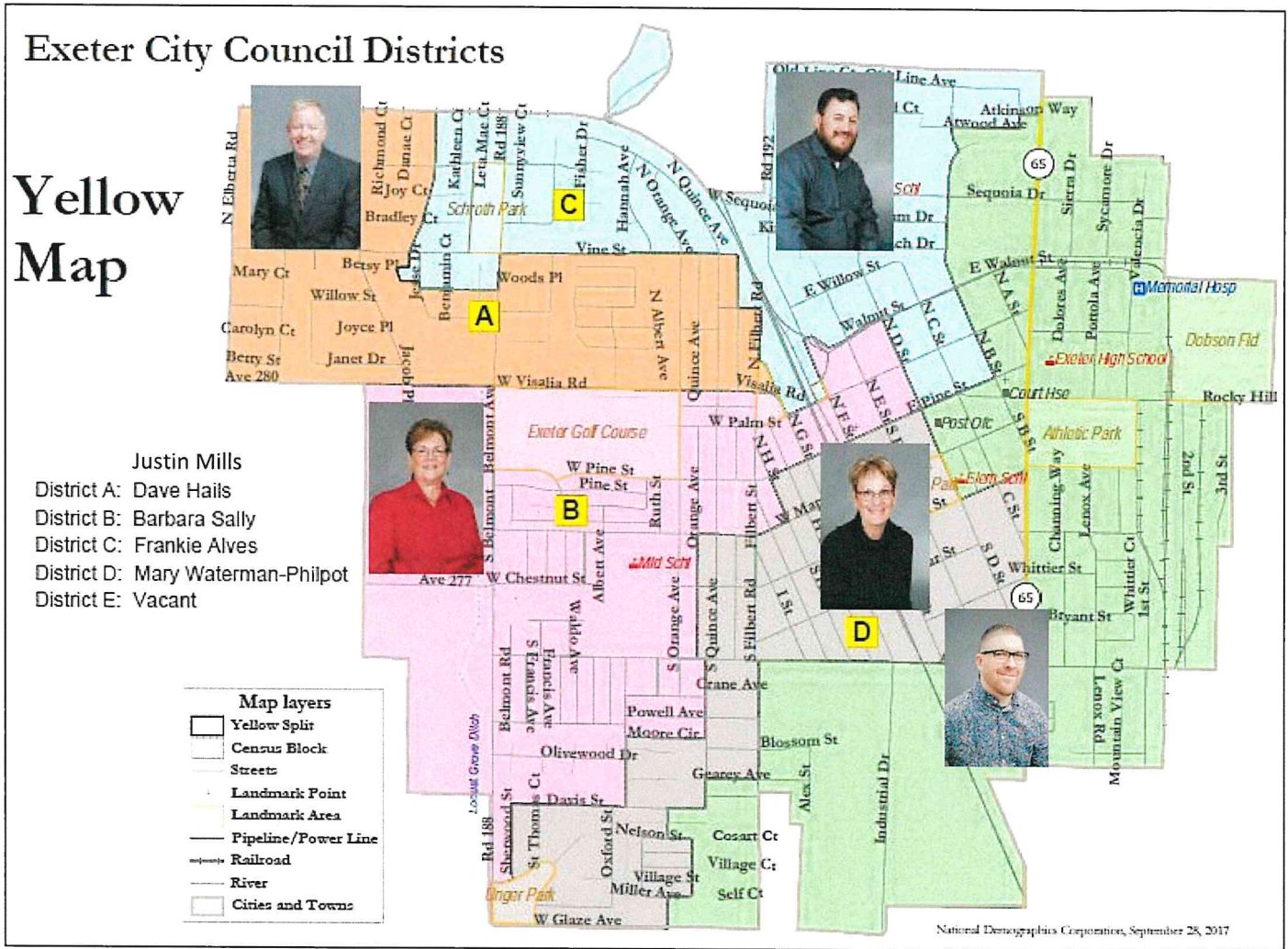


Budget Amendment

FY 2020-21

(attachment to original budget document)

Exeter, California



## Exeter City Council

March 1, 2021

**City Council:** Mayor Barbara Sally  
 Mayor Pro Tem Frankie Alves  
 Mary Waterman-Philpot  
 Dave Hails  
 Justin Mills

City Administrator – Adam Ennis  
 Finance Director/Treasurer - Chris Tavarez  
 Chief of Police – John Hall

City Clerk/Human Resources Manager – Shonna Oneal  
 Director of Public Works - Daymon Qualls

City Organizational Chart

March 1, 2021

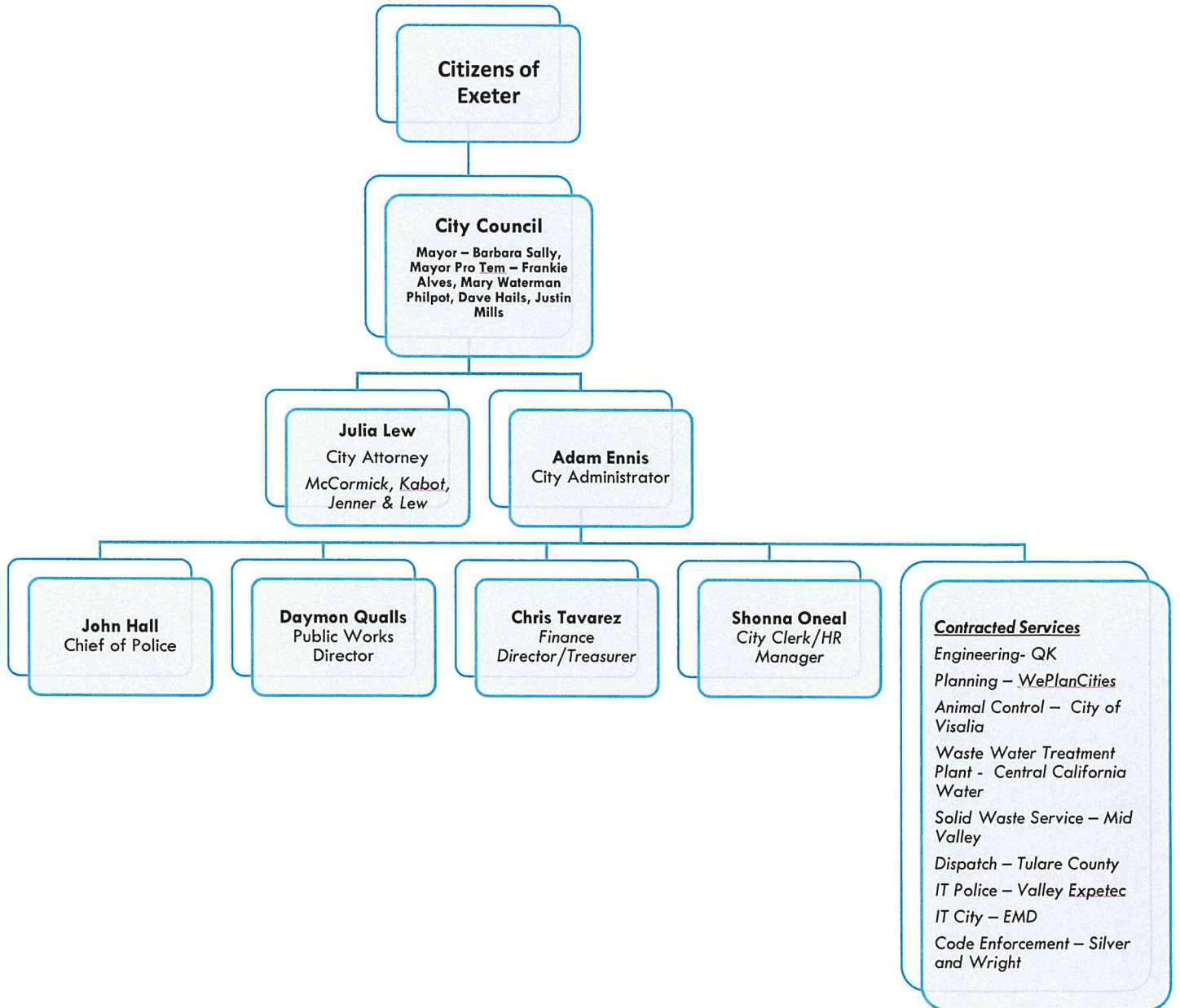
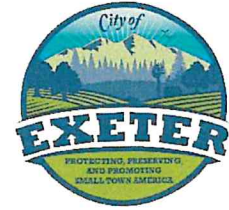


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Sewer (no change from original)	
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March 23, 2021

Mayor and City Council:

The budget sheets attached herein are intended to update and replace their counterpart sheets/sections 2020-2021 budgeted numbers in the original budget document as adopted by City Council on June 23, 2020. The amended sheets attached are for only the fiscal year 2020-2021. All other aspects of the original budget document for fiscal years 2020-2021 and 2021-2022 remain as originally adopted or otherwise amended by City Council in separate action.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Tavaréz".

Chris Tavaréz  
Finance Director

## Summary of Transfers

Summary of Transfers			
All Amounts in Thousands			
<u>Transferring Fund</u>		<u>Receiving Fund</u>	
<b><u>FY 2020/2021</u></b>			
Gas Tax	121	General Fund	321
Measure R	-		
Transportation	200		
	<u>321</u>		
To fund qualified street expenditures in the General Fund. General Fund net expenditure for roads is \$100,000.			

## Fund Summaries

General Fund Income Statement and Revenues

General Fund Summary				
All Amounts in Thousands				
FY 2020/21				
			Original	Amended
			FY 2020-21	FY 2020-21
General Fund Revenues			4,167	4,419
- Transfer In			307	321
	Total Resources		4,474	4,739
Expenditures				
Operations				
- Council			2	2
- Administrator			92	93
- Finance			80	81
- General Government			769	896
- Police			2,773	2,782
- Streets			407	421
- Recreation			148	33
- Parks			158	155
Capital			45	45
			-	-
			4,474	4,507
Reserves			-	232
Revenues Over/(under)				
Expenditures			4,474	4,739

## Revenue Summary – General Fund (2020-2021 amended)

City of Exeter General Fund		FY 17/18	FY 18/19	Audited FY 19/20	Adj FY 20/21	Amended Budget FY 20/21
104.300.001.000	CURRENT TAXES-SECURED	777,553	803,853	825,013	0.1%	843,791
104.300.002.000	CURRENT TAXES-UNSECURED	45,009	47,307	49,337	0.0%	49,038
104.300.002.005	ABX1 26 RESIDUAL	-	-	-	2.0%	-
104.300.003.000	PRIOR YEARS TAXES-SECURED	12,298	14,959	14,954	2.0%	15,300
104.300.004.000	PRIOR YEAR TAXES-UNSECURED	1,055	714	830	2.0%	800
104.300.006.000	PROPERTY TAX INTEREST	2,120	3,625	3,330	0.0%	3,000
104.300.007.000	PROPERTY TRANSFER 1430	31,260	20,749	24,924	0.0%	21,000
104.300.008.000	SUPPLEMENTAL PROPERTY TAXES	13,890	14,921	16,287	0.0%	16,300
104.300.009.000	OTHER SERVICES LANDS & LIGHT	-	-	-	0.0%	-
104.300.009.001	FIRE TAX	166,380	219,611	258,894	0.0%	225,394
104.300.010.000	CRIME PREVENTION	35	7	25	2.0%	-
104.300.011.000	PROP 172	80,790	88,791	88,663	2.2%	92,000
104.300.013.000	TRAFFIC SAFETY	-	-	-	2.0%	-
104.300.013.003	SLESF AB3229 LOCAL LAW ENFOR	-	-	-	0.0%	-
104.300.014.000	ERAF S&U TAX 1312	-	-	-	2.0%	-
104.301.001.000	SALES AND USE TAX	843,361	856,069	867,978	2.2%	744,000
104.301.002.000	TRANSIENT LODGING TAX	108,534	114,550	100,036	0.0%	91,600
104.301.003.000	FRANCHISE	149,151	162,572	181,989	2.0%	185,600
104.301.004.000	PROPERTY TAX REAL 5380	7,073	6,992	6,799	2.0%	6,545
104.301.005.000	UTILITY TAX	565,154	564,546	583,866	0.0%	583,900
104.301.006.000	CHILD PASSENGER SEAT (3051)	38	79	99	2.0%	100
104.301.007.000	BICYCLE SAFETY (3054)	-	-	3	2.0%	-
104.301.008.000	AIRCRAFT 1450	-	-	688	2.0%	-
104.302.001.000	BUSINESS LICENSE	44,297	56,805	50,363	1.0%	50,900
104.302.002.000	BICYCLE LICENSE	(40)	-	-	2.0%	-
104.302.003.000	DOG LICENSE	2,500	2,335	4,370	2.0%	4,500
104.303.004.000	OTHER LICENSES & PERMITS	4,727	7,492	5,790	2.0%	6,003
104.304.001.000	VEHICLE CODE FINES	14,825	12,684	16,241	2.0%	12,900
104.304.002.000	OTHER COURT FINES	674	775	575	2.0%	600
104.304.003.000	PARKING FINES	6,355	8,755	8,748	2.0%	7,953
104.304.004.000	TRAFFIC SCHOOL	24	1	-	2.0%	-
104.304.005.000	RED LIGHT VIOLATION (3011)	45	144	472	2.0%	-
104.304.007.000	PUBLIC SAFETY FINES & FEES	25,811	24,053	26,233	0.0%	26,200
104.304.008.000	PROOF OF CORRECTION	915	170	215	2.0%	200
104.304.009.000	TOWING REVENUE	20,301	10,426	14,919	2.0%	-
104.305.001.000	INVESTMENT EARNINGS	-	25,610	40,580	2.0%	2,200
104.305.002.000	RENTS AND CONCESSIONS	37,095	35,140	33,295	2.0%	6,700
104.305.003.000	SALE OF PROPERTY	-	7,537	17,549	-	-
104.305.005.001	TRANSFER IN ALLEY REPAIRS	43,190	0	-	2.0%	-
104.305.007.000	RECREATION HOUSE RENT	5,500	6,000	6,000	0.0%	6,000
104.305.010.000	PROCEEDS FROM SALE OF ASSETS	-	-	-	2.0%	-
104.305.076.000	TRANSFER IN	-	-	-	2.0%	-
104.306.002.000	STATE MOTOR VEHICLE IN LIEU	965,607	1,008,882	1,050,696	0.0%	1,095,194
104.306.006.000	VEHICLE LICENSE FEE EXCESS	5,782	5,361	8,708	2.0%	5,000
104.306.008.000	CNG FUEL REIMBURSEMENT	9,970	-	(634)	2.0%	-
104.306.010.000	TULARE COUNTY	-	-	-	2.0%	-
104.306.016.000	STATE MANDATED REIMBURSE	-	-	-	2.0%	-
104.306.017.001	FEDERAL GRANT	-	-	19,190	2.0%	-
104.306.017.002	POST REIMB TRAINING	8,927	3,110	9,455	0.0%	6,200
104.306.017.003	OTHER GRANTS	95,526	12,441	-	2.0%	-
104.306.017.004	COMBAT AUTO THIEF PROGRAM	-	-	-	2.0%	-
104.306.017.005	JAG RECOVERY GRANT	35,433	-	-	2.0%	-
104.306.017.006	AB109 MITIGATION	-	-	-	2.0%	-
104.306.017.007	COVID RELIEF	-	-	-	0.0%	136,189
104.306.018.001	FIRE EQUIP DONATION	1,021	-	-	2.0%	-
104.306.019.000	FIRE ENGINE CALL OUT REIMBUR	-	-	-	2.0%	-
104.307.001.000	ZONING AND SUBDIVISION FEE	4,125	10,525	7,450	2.0%	8,000
104.307.002.000	RECREATION FEES	58,225	57,632	23,075	0.0%	-
104.307.004.000	OTHER	25,000	48,194	507	2.0%	500
104.307.004.001	OTHER - DONATIONS	25,000	845	5,363	2.0%	-
104.307.004.002	OTHER REBATES/INCENTIVE PROG	-	206	81	2.0%	-
104.307.004.003	OTHER CURB/SIDWALK/GUTTER	-	99	125	2.0%	-
104.307.004.005	OTHER STATE REIMBURSE HWY 65	5,888	5,888	5,888	2.0%	5,900
104.307.004.006	OTHER- ABATEMENT	647	70,803	4,601	-	30,000
104.307.005.000	POLICE SERVICES	70,981	70,000	70,988	0.0%	70,000
104.307.005.001	JUVENILE DIVERSION PR	45	-	-	2.0%	-
104.307.006.008	INVESTMENT ACTIVITY	-	-	-	2.0%	-
104.307.007.000	STREET SWEEPING, LEAF	53,988	57,442	61,480	2.0%	59,000
<b>Total Revenues:</b>		<b>4,376,085</b>	<b>4,468,700</b>	<b>4,516,036</b>		<b>4,418,507</b>

## Departmental Budgets

City Council 104.401

Budget

		2021 (amended)
<b><u>Council</u></b>		
104.401.001.000	SALARIES REGULAR	1,200
104.401.006.000	SOCIAL SECURITY - MEDICARE	17
104.401.011.000	OFFICE EXPENSE	200
104.401.012.000	SPECIAL DEPT EXPENSE	500
104.401.025.000	TRAVEL CONFERENCE & MEETINGS	500
104.401.027.000	COUNCIL MEEINGS	
	Total	2,417

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

City Administration 104.402

Budget

		2021 (amended)
<b><u>Administration</u></b>		
104.402.001.000	SALARIES - REGULAR	65,000
104.402.004.000	DISABILITY INSURANCE	
104.402.005.000	RETIREMENT AND LIFE INSUR	15,700
104.402.006.000	SOCIAL SECURITY-MEDICARE	900
104.402.007.000	UNEMPLOYMENT INSURANCE	-
104.402.008.000	HEALTH INSURANCE	7,000
104.402.009.000	WORKERS COMP (SELF INS)	1,600
104.402.011.000	OFFICE EXPENSE	750
104.402.012.000	SPECIAL DEPARTMENT EXPENSE	200
104.402.016.000	TELEPHONE	280
104.402.020.000	MAINT & OPERATION OF VEHICLE	100
104.402.022.000	CONTRACTUAL SERVICES	-
104.402.024.000	MEMBERSHIPS AND DUES	250
104.402.025.000	TRAVEL CONFERENCES & MEETING	500
104.402.026.000	TRAINING	400
		<u>92,680</u>

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

Finance 104.403

Assigned Personnel

Finance Director –	1
Financial Analyst -	1
Accounting Assistants -	2
Office Assistant (Temporary)	1
Staff Assistant II (hourly)	1

Budget

		2021 (amended)
<b><i>Finance</i></b>		
104.403.001.000	SALARIES - REGULAR	41,500
104.403.002.000	SALARIES-TEMPORARY	1,800
104.403.003.000	SALARIES - OVERTIME	-
104.403.004.000	DISABILITY INSURANCE	-
104.403.005.000	RETIREMENT AND LIFE INSUR	9,400
104.403.006.000	SOCIAL SECURITY-MEDICARE	600
104.403.007.000	UNEMPLOYMENT INSURANCE	-
104.403.008.000	HEALTH INSURANCE	4,600
104.403.009.000	WORKERS COMP (SELF INS)	1,400
104.403.011.000	OFFICE EXPENSE	1,950
104.403.011.001	FURNITURE	-
104.403.013.000	OFFICE EQUIPMENT EXPENSE	-
104.403.016.000	TELEPHONE	240
104.403.020.000	MAINT & OPERATION OF VEHICLE	-
104.403.022.000	CONTRACTUAL SERVICES	18,000
104.403.024.000	MEMBERSHIPS AND DUES	370
104.403.025.000	TRAVEL CONFERENCES & MEETING	400
104.403.026.000	TRAINING	255
		<b>80,515</b>

Budget Highlights

This is an amendment to the original 2020-2021 budget detail. An Office Assistant has been temporarily assigned due to layoffs in the Recreation Division to the Department to assist in processing of customer payments, utility service coordination and general administrative and clerical tasks (see Recreation Division and Personnel Allocation).

General Government 104.404  
Budget

		2021 (amended)
<b>General Government</b>		
104.404.001.000	SALARIES - REGULAR	58,100
104.404.002.000	SALARIES - TEMPORARY	-
104.404.003.000	SALARIES - OVERTIME	1,100
104.404.004.000	DISABILITY INSURANCE	-
104.404.005.000	RETIREMENT AND LIFE INSUR	11,500
104.404.006.000	SOCIAL SECURITY-MEDICARE	800
104.404.008.000	HEALTH INSURANCE	13,900
104.404.009.000	WORKERS COMP (SELF INS)	1,300
104.404.011.000	OFFICE EXPENSE	2,000
104.404.012.000	SPECIAL DEPARTMENT EXPENSE	1,000
104.404.013.000	OFFICE EQUIPMENT EXPENSE	500
104.404.015.001	ADVERTISING	3,000
104.404.015.002	ELECTIONS	26,000
104.404.016.000	TELEPHONE	840
104.404.017.000	UTILITIES	1,750
104.404.018.000	RENTS AND LEASES	60
104.404.019.000	MAINT OF BLDGS STRUCT & GRND	6,556
104.404.019.001	CITY HOUSE-RENTAL	-
104.404.019.002	CODE ENFORCEMENT	60,000
104.404.020.000	MAINT & OPERATION OF VEHICLE	-
104.404.021.000	PROFESSIONAL SERVICES	100,000
104.404.021.001	ENGINEERING FEES	24,000
104.404.021.002	ATTORNEY FEES	60,000
104.404.021.003	BUILDING INSPECTION FEES	-
104.404.021.004	AUDITOR FEES	21,000
104.404.021.005	CODIFICATION OF ORDINANCES	1,000
104.404.021.006	PLANNING SERVICES	36,000
104.404.021.007	ECONOMIC DEVELOPMENT	-
104.404.022.000	CONTRACTUAL SERVICES	26,000
104.404.022.001	FIRE	290,000
104.404.022.002	ANIMAL CONTROL	76,000
104.404.022.003	ADMIN SERVICES TU CO	26,600
104.404.022.074	FIRE GRANT EQUIPMENT	-
104.404.023.000	INSURANCE BONDS & RETIREMENT	15,100
104.404.024.000	MEMBERSHIPS AND DUES	3,500
104.404.033.000	PERSONNEL EXPENSE	1,150
104.404.034.000	COMMUNITY CENTER	-
104.404.035.000	SETTLEMENT COSTS	-
104.404.050.000	DONATIONS	-
104.404.051.000	CHAMBER OF COMMERCE	4,000
104.404.052.000	CONTINGENCY	-
104.404.053.000	INVESTMENTS (LOSS)	-
104.404.073.000	CAPITAL OUTLAY	-
104.404.073.002	GOVERNMENT BUILDINGS CAPITAL	-
104.404.074.000	EQUIPMENT	23,000
104.404.074.003	CNG STATION	-
104.404.075.000	OTHER USE OF FUNDS	-
104.404.075.001	TRANSFER-VEHICLE RESERVE	-
		<b>895,756</b>

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

Police 104.421  
Budget

		2021 (amended)
<b><i>Police</i></b>		
104.421.001.000	SALARIES - REGULAR	1,367,700
104.421.002.000	SALARIES-TEMPORARY	20,000
104.421.003.000	SALARIES-OVERTIME	80,000
104.421.004.000	DISABILITY INSURANCE	600
104.421.005.000	RETIREMENT AND LIFE INSUR	389,800
104.421.006.000	SOCIAL SECURITY-MEDICARE	19,800
104.421.008.000	HEALTH INSURANCE	223,900
104.421.009.000	WORKERS COMP (SELF INS)	106,300
104.421.011.000	OFFICE EXPENSE	3,000
104.421.012.000	SPECIAL DEPARTMENT EXPENSE	19,000
104.421.012.001	K9 PROGRAM	3,000
104.421.012.002	SPECIAL PROGRAMS	
104.421.012.003	TRAFFIC COSTS	
104.421.013.000	OFFICE EQUIPMENT EXPENSE	6,000
104.421.014.000	CLOTHING AND PERSONAL EXP	5,500
104.421.016.000	TELEPHONE	25,000
104.421.017.000	UTILITIES	14,000
104.421.019.000	MAINT BLDGS,STRUCT & GRNDS	11,000
104.421.020.000	MAINT & OPERATION OF VEHICLE	133,000
104.421.022.000	CONTRACTUAL SERVICES	225,000
104.421.022.001	MAINTENANCE CONTRACTS	
104.421.022.002	LEASE PAYMENTS-UNITS	
104.421.023.000	INSURANCE BONDS & RETIREMENT	82,800
104.421.024.000	MEMBERSHIPS AND DUES	1,200
104.421.025.000	TRAVEL CONFERENCES & MEETING	1,200
104.421.026.000	TRAINING	17,000
104.421.026.001	POST TRAINING	6,200
104.421.029.001	COMBAT AUTO THEFT PROGRAM	
104.421.033.000	PERSONNEL EXPENSE	4,500
104.421.034.000	RADIO EXPENSE	4,500
104.421.035.000	SAFETY EQUIPMENT	12,000
104.421.071.001	DEBT PRINCIPLE	0
104.421.071.002	DEBT INTEREST	-
104.421.074.000	EQUIPMENT	-
		<b>2,782,000</b>

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

Streets 104.431

Budget

		2021 (amended)
<b><u>Streets</u></b>		
104.431.001.000	SALARIES - REGULAR	160,900
104.431.002.000	SALARIES - TEMPORARY	45,000
104.431.003.000	SALARIES - OVERTIME	1,000
104.431.004.000	DISABILITY INSURANCE	-
104.431.005.000	RETIREMENT AND LIFE INSUR	34,800
104.431.006.000	SOCIAL SECURITY-MEDICARE	2,300
104.431.007.000	UNEMPLOYMENT INSURANCE	-
104.431.008.000	HEALTH INSURANCE	27,600
104.431.009.000	WORKERS COMP (SELF INS)	25,000
104.431.011.000	OFFICE EXPENSE	500
104.431.012.000	SPECIAL DEPARTMENT EXPENSE	1000
104.431.013.000	OFFICE EQUIPMENT EXP	500
104.431.014.000	CLOTHING & PERSONAL EXPENSE	1,700
104.431.016.000	TELEPHONE	4,300
104.431.017.000	UTILITIES	5,000
104.431.019.000	MAINT OF BLDGS,STRUCT & GRND	4,200
104.431.020.000	MAINT & OPERATION OF VEHICLE	16,000
104.431.021.000	PROFESSIONAL SERVICES	8,000
104.431.022.000	CONTRACTUAL SERVICES	40,000
104.431.023.000	INSURANCE, BONDS & RETIREM	13,700
104.431.024.000	MEMBERSHIPS AND DUES	3,000
104.431.025.000	TRAVEL CONFERENCES & MEETING	400
104.431.026.000	TRAINING	300
104.431.028.000	LANDSCAPE PROJECT	
104.431.029.000	STREET MAINTENANCE	25,100
104.431.029.001	MEASURE R STREET PROJECT	
104.431.029.002	PROP 1B STREETS & ROADS IMPR	
104.431.033.000	PERSONNEL EXPENSES	600
104.431.071.000	TCAG PROJECT	
104.431.071.003	CMAQ STREETS PROJECT	
104.431.072.000	PROPERTY IMPROVEMENTS	
104.431.073.001	PROPERTY IMPROVEMENTS	
104.431.073.000	ALLEY PROJECTS	0
104.431.074.000	EQUIPMENT	-
		<b>420,900</b>

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

Recreation 104.471

Budget

		2021 (amended)
<b><i>Recreation</i></b>		
104.471.001.000	SALARIES - REGULAR	2,165
104.471.002.000	SALARIES - TEMPORARY	-
104.471.004.000	DISABILITY INSURANCE	-
104.471.005.000	RETIREMENT AND LIFE INSUR	13,243
104.471.006.000	SOCIAL SECURITY-MEDICARE	31
104.471.007.000	UNEMPLOYMENT INSURANCE	-
104.471.008.000	HEALTH INSURANCE	-
104.471.009.000	WORKERS COMP (SELF INS)	-
104.471.011.000	OFFICE EXPENSE	-
104.471.012.000	SPECIAL DEPARTMENT EXPENSE	6,054
104.471.015.000	ADVERTISING & PUBLICATIONS	
104.471.016.000	TELEPHONE	1,200
104.471.017.000	UTILITIES	10,400
104.471.020.000	MAINT & OPERATION OF VEHICLE	-
104.471.022.000	CONTRACTUAL SERVICES	
104.471.023.000	INSURANCE, BONDS & RETIR	-
104.471.024.000	MEMBERSHIPS AND DUES	-
104.471.025.000	TRAVEL CONFERENCES & MEETING	-
104.471.074.000	EQUIPMENT	-
		33,093

Budget Highlights

This is an amendment to the original 2020-2021 budget detail. The Recreation Division was laid off in early 2020-2021 and the reduction in expenses reflects the layoff of two full time employees. One has been temporarily reassigned to Finance and allocated to multiple funds (see personnel allocation).

Parks 104.472

Budget

		2021 (amended)
<b><i>Parks</i></b>		
104.472.001.000	SALARIES - REGULAR	13,400
104.472.002.000	SALARIES - TEMPORARY	-
104.472.003.000	SALARIES - OVERTIME	-
104.472.004.000	DISABILITY INSURANCE	-
104.472.005.000	RETIREMENT AND LIFE INSUR	2,400
104.472.006.000	SOCIAL SECURITY-MEDICARE	100
104.472.008.000	HEALTH INSURANCE	2,300
104.472.009.000	WORKERS COMP (SELF INS)	2,100
104.472.012.000	SPECIAL DEPARTMENT EXPENSE	-
104.472.014.000	CLOTHING AND PERSONAL EXPENS	600
104.472.017.000	UTILITIES	7,500
104.472.018.000	LEASES AND PROPERTY TAXES	
104.472.019.000	MAINT OF BLDGS, STRUCT & GRN	113,000
104.472.019.001	TREE TRIMMING	5,000
104.472.019.002	EQUIP/TOOLS	
104.472.020.000	MAINT & OPERATION OF VEHICLE	3,000
104.472.023.000	INSURANCE, BONDS & RETIREM	5,400
104.472.026.000	TRAINING	-
104.472.027.000	LANDSCAPE / LIGHTING	
104.472.033.000	PERSONNEL Expenses	-
104.472.073.000	PARK CAPITAL	
104.472.074.000	EQUIPMENT	
104.472.074.001	BARK PARK	-
		<u>154,800</u>

Budget Highlights

This is an amendment to the original 2020-2021 budget detail

Measure P

Budget

	<u>2021</u>
141.404.012.000 SPECIAL DEPT EXP.	\$30,000
141.404.074.045 CS/CODE EQUIP.	\$10,000
141.404.074.044 CS/CODE VEHICLE	\$50,000
141.404.073.047 POLICE/ADM BLDG.	\$106,700
	\$196,700
TOTAL	

# Personnel Allocations

Personnel Allocation 2020				General Fund															
Name	Dept	Pos	Admin	Fin	General Government	Police	Streets	Rec.	Parks	Ins	General Fund	Water	Sewer	Refuse	Total				
1	Ennis	Adm	City Administrator	0.30						0.08				0.09	0.47	0.25	0.25	0.03	1.00
1	Vacant	Adm	Office Assistant	0.15		0.20								0.25	0.60	0.25	0.15		1.00
1	Oneal, S	Adm	HR/City Clerk	0.15		0.20								0.25	0.60	0.25	0.15		1.00
2	Arroyo, M	PW	Administrative Asst.							0.15					0.15	0.45	0.40		1.00
2	Aldridge, G	PW	Maintenance Worke							0.35					0.35	0.40	0.20	0.05	1.00
2	Espinola, D	PW	Operations Manager				0.10	0.20							0.30	0.40	0.25	0.05	1.00
2	Huggins, K	PW	Mechanic				0.20	0.20							0.40	0.30	0.30		1.00
2	Millian, M	PW	Maintenance Worke					0.10							0.10	0.75	0.15		1.00
2	Miller, J	PW	Maintenance Worke					0.10							0.10	0.75	0.15		1.00
2	Qualls, D	PW	Public Works Directc					0.30							0.30	0.35	0.25	0.10	1.00
2	Quiroz, P	PW	Maintenance Worke					0.05		0.20					0.25	0.38	0.38		1.00
2	Brassfield	PW	Maintenance Worke					0.15							0.15	0.43	0.42		1.00
2	Ramirez	PW	Maintenance Worke					0.50							0.50	0.45	0.05		1.00
3	Tavarez, C	Fin	Finance Director		0.25			0.10						0.08	0.43	0.27	0.26	0.04	1.00
3	Carter, A	Rec	Office Assistant (Ter			0.15								0.15	0.35	0.35	0.15		1.00
3	Franco, E	Fin	Financial Analyst		0.15			0.10						0.05	0.30	0.30	0.30	0.10	1.00
3	Vacant	Fin	Accounting Assistant			0.30									0.30	0.30	0.30	0.10	1.00
3	Hernandez, X	Fin	Accounting Assistant			0.30									0.30	0.30	0.30	0.10	1.00
3	Vacant	Rec	Recreation Supervisi			0.05			0.85						0.90	0.05	0.05		1.00
4	Police Personnel						18.50								18.50				18.50
Total				0.60	0.40	1.20	18.80	2.38	0.85	0.20	0.72	25.15	6.98	4.66	0.72	37.50			
				1.6%	1.1%	3.2%	50.1%	6.3%	2.3%	0.5%	1.9%	67.1%	18.6%	12.4%	1.9%	100.0%			
<b>Police Personnel</b>																			
	Chief		1																
	Lieutenant		1																
	Sargeant		3																
	Detective		2																
	Police Officer		10			(1 offset w TCOE/COPS funds)													
	Office Assistant (1/2)		0.5																
	Sr. Clerk Dispatcher		1																
			18.5																

**City of Exeter  
Agenda Item Transmittal**

**Meeting Date:** March 23, 2021

**Agenda Item Number:** 13

**Wording for Agenda:** Declaration of City Council vacancy in District D and development of procedure and schedule to fill the vacancy.

**Submitting Department:** Administration  
**Contact Name:** Shonna Oneal, Adam Ennis  
**Phone Number:** 592-9244, 592-4539  
**Email:** [soneal@exetercityhall.com](mailto:soneal@exetercityhall.com)  
[adam@exetercityhall.com](mailto:adam@exetercityhall.com)

**For action by:**

City Council

**Regular Session:**

Consent Calendar

Regular Item

Public Hearing

**Review:**

**City Administrator  
(Initials Required)**



**Department Recommendation:**

Staff recommends that Council declare a City Council vacancy in District D, approve the recommended appointment process to fill the vacancy and provide staff any additional Council direction regarding the proposed process.

**Summary/Background:**

Council Member Mary Waterman-Philpot resigned from her seat on the City Council effective March 15, 2021, leaving her Council position vacant. To fill this vacancy Council must first declare the vacancy and then set a process to fill the vacant Council Member position. The City has not designated a process for backfilling a vacancy created mid-term so the process requirements are dictated by general law.

Government Code 36512 specifies how general law cities fill vacancies. Within 60 days of the creation of the vacancy, the City Council must either fill by appointment or call a special election. If the Council calls a special election, the special election shall be held on the next regularly established election date not less than 114 days from the call of the special election, which would be June of 2022. A person elected to fill a vacancy by special election would hold office for the remainder of the unexpired term of the former incumbent, which would be until November 2022. This option would cost the City unexpected election costs likely being several thousand dollars.

The other option to fill the Council vacancy is by appointment within 60 days of the vacancy. Since the vacancy occurred in the second half of the term of office and at least 130 days prior to the next general municipal election, the person appointed to fill the vacancy shall hold office until the next general municipal election that is scheduled 130 or more days after the date the council is notified of the vacancy (November 2022). The person appointed to fill the vacancy shall hold office for the unexpired balance of the term of office (November 2022). If Council selects appointment, the candidate must reside in District D, which is the district where the vacancy exists.

The Council has the option of simply appointing a candidate to the vacancy or accepting applications for review, possibly including interviews, and then making an appointment. Staff would recommend that the Council call for potential candidates to submit applications for Council's consideration for appointment. To meet the required 60-day deadline Council could take applications from March 24 through April 7. The Council could then review and consider the applicants at the April 13<sup>th</sup> Council meeting. If the Council desired to interview the applicants, the interviews could occur between April 13 and April 27 and appointment be made at the April 27 or May 11 Council meeting. This schedule would meet the 60- day deadline of May 14, 2021. Council could consider options for the interviewing of applicants, including interviews conducted by a Council subcommittee or the entire Council conduct the interviews at the April 27 or May 11 Council meeting and then make the selection at the same meeting.

**Fiscal Impact:** Only minor fiscal impact for the appointment option and likely several thousand dollars for the special election option.

**Prior Council/Board Actions:** None

**Attachments:** None

**Recommended motion to be made by Council/Board:**

I move to:

1.) Declare the City Council vacancy in District D

2) Either:

A) Call for Special Election

B) Make an appointment

C) Accept applications for review by the Council

3) If applications taken either:

A) Make an appointment

B) Conduct interviews by either

i) Council subcommittee

ii) By the entire Council at the April 27<sup>th</sup>, or May 11<sup>th</sup> meeting

4) Make the appointment at either the April 27<sup>th</sup> or May 11<sup>th</sup> Council meeting.

**City of Exeter  
Agenda Item Transmittal**

**Meeting Date:** March 23, 2021

**Agenda Item Number:** 14

**Wording for Agenda:** Discussion of COVID-19 status and review the need to continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19) for another 60 days.

**Submitting Department:** Administration  
**Contact Name:** Adam Ennis  
**Phone Number:** (559) 592-4539  
**Email:** adam@exetercityhall.com

**Department Recommendation:**

Staff recommends that the City Council receive a COVID-19 status update and continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19) for another 60 days.

**Summary:**

On March 24, 2020 the Council adopted Resolution 2020-12 proclaiming the existence of a local emergency due to the Novel Coronavirus (COVID-19) subsequent to emergencies being declared by the United States Department of Public Health and Human Services and the State and County Health officials. Recently, Tulare County reports that there have been about 460,000 tests completed, 49,000 confirmed cases and 800 deaths. About 25% of the deaths resulted from skilled nursing home cases. There have been about 1,040 confirmed cases in Exeter. Vaccines have become increasingly available and distribution and vaccination of residents based on tiers mandated by the State has been a major thrust of the Tulare County Health and Human Services Agency. Since the vaccinations have ramped up the rate of number of positive cases, hospitalizations and deaths have dropped significantly. It is anticipated that over the next several months vaccinations will be available to most residents.

In addition to the medical impacts listed above, many local businesses categorized as non-essential by County and State orders were closed or at reduced services for many weeks resulting in loss of income and employee layoffs. In addition, bars, personal care salons and gyms and restaurants either remain closed or are limited on capacities or to options like take-out and delivery options in an attempt to reduce spread of the virus. This is and will have an impact on the local economy and City revenues. In addition, effects of this pandemic are likely on investment markets and the economy, City revenues and future CalPERS unfunded liabilities.

The City has developed and distributed a no cost encroachment permit process and conditions for use of the public right-of-way along business frontages to assist in continuing and maximizing business operations as much as possible. Additional options to assist local businesses through this pandemic are currently being discussed with the Chamber of Commerce and local businesses and community groups. The City is currently working on an application for almost \$300,000 of Community Development Block Grant funding that may be able to be used to assist Exeter businesses with their expenses while getting through the pandemic. The City will continue to assist where possible on any potential options that could benefit local businesses. In addition, several programs have been developed through the County and State using CARES ACT funding to financially assist businesses. The American

**For action by:**

City Council

**Regular Session:**

Consent Calendar

Regular Item

Public Hearing

**Review:**

**City Administrator  
(Initials Required)**

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Rescue Plan Act was recently approved, which could provide future additional funding opportunities.

Preparing for, responding to, mitigating, and recovering from the spread of COVID-19 has and will continue to require the City to divert resources from normal day-to-day operations and impose extraordinary requirements on and expenses to the City. Since the pandemic began affecting Tulare County and the declaration of a local emergency, the City Administrator took administrative actions to address State, County and local emergency declarations, guidance and orders to ensure continuity of service to the community and staff safety.

The City Police Department lobby was closed during the first few weeks of the Stay-At-Home order but has been opened since then. Staff has prepared City lobbies to meet current orders and guidance and in late August reopened the City Hall lobby between 10 a.m. to 2 p.m. and Public Works lobby from 7am to 3pm, both Monday through Friday. Reopening these lobbies required that policies be prepared, modifications made to the facilities and staff trained. So far, the City has spent about \$50,000 on sanitizing, personal protective equipment, technology for virtual meetings and retrofitting City facilities for social distancing measures in order to reopen. In addition, the annual revenues from recreation programs has decreased upwards of \$110,000 through the 2019/2020 and 2020/2021 fiscal years.

Staff recommends continuing the state of emergency established by Resolution 2020-12 since additional future requirements, needs and costs are likely and the potential for future reimbursement exists that could depend on an emergency declaration being in place. If the declaration is continued it must be reviewed again in 60 days, which would have to occur by May 22, 2021.

**Background:**

COVID-19 is a respiratory disease which the Centers for Disease Control and Prevention (CDC) considers to be a very serious public health threat with outcomes ranging from mild to severe sickness and death. On March 4, 2020, Governor Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID-19 in the state. On March 12, 2020, Tulare County declared an emergency due to the confirmed case of COVID-19 at Sierra View Medical Center in the City of Porterville.

**Fiscal Impact:** At this point the City has spent about \$50,000 on sanitizing, personal protective equipment, technology for virtual meetings and retrofitting City facilities for social distancing measures in order to reopen. In addition, the annual revenues from recreation programs has decreased upwards of \$110,000 over two fiscal years.

The potential future financial impacts of this virus are unknown at this time but could vary depending on the level of resources, and associated costs, that are required to be expended by the City and the effect on future revenues due to impacts on the local economy. The total potential for assistance to the City and community from State and Federal resources for these impacts are still unknown at this time and their availability could be dependent on whether a City declaration of emergency is in place or not.

The City has received all four total disbursements of CARES ACT funding through the State for costs incurred to meet orders and guidance. The total CARES ACT funding received by the City is about \$136,000 and staff developed and provided the required documentation to the State justifying the City receiving these disbursements. Staff submitted about \$40,000 of the expenses mentioned above and about \$96,000 for "Preservation of Essential City Services for Residents", which is defined by the CARES ACT primarily as public safety services through the pandemic, for the total of about \$136,000 available. The State should be reviewing, or has reviewed, the justifications to confirm the City's eligibility to receive the funding. The American

Rescue Plan Act was recently approved which could provide future additional funding opportunities for remaining and future expenses.

**Prior Council/Board Actions:** On March 24, 2020 the Council adopted Resolution 2020-12 proclaiming the existence of a local emergency due to the novel coronavirus (COVID-19).

On May 19, July 14, September 8, November 2, December 8, 2020 and January 26, 2021 Council approved to continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19) for an additional 60 days.

**Attachments:** RESOLUTION 2020-12 - A Resolution Of The City Council Of The City Of Exeter Proclaiming The Existence Of A Local Emergency

<p><b>Recommended motion to be made by Council/Board:</b> I move to continue the state of emergency established by Resolution 2020-12 due to the Novel Coronavirus (COVID-19) for another 60 days.</p>
--

## RESOLUTION 2020-12

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EXETER PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease which the Centers of Disease Control and Prevention (CDC) consider to be a very serious public health threat with outcomes ranging from mild to severe sickness and death; and

WHEREAS, COVID-19 is easily transmissible from person to person and has spread globally to over 118 countries, infected more than 125,000, and killed more than 4,000 as of March 11, 2020 per the World Health Organization (WHO); and

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services declared a public emergency for COVID-19 beginning on January 27, 2020; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency in the State of California due to the number of confirmed cases of COVID -19 in the State; and

WHEREAS, on March 11, 2020, WHO made the assessment that COVID-19 can be characterized as a pandemic; and

WHEREAS, on March 12, 2020, Tulare County declared an emergency due to the confirmed case of COVID-19 at Sierra View Medical Center in the City of Porterville, thus enabling Tulare County to take extraordinary measures, and since that date there have been 2 more confirmed cases at Kaweah Delta Medical Center in the City of Visalia;

WHEREAS, between the dates of March 13, 2020 and March 17, 2020, various State and Federal authorities have recommended that gatherings of more than 250, 50, or even 10 people should be avoided at least until the end of March; and

WHEREAS, COVID-19 therefore will continue to cause conditions of peril to the health, safety, and welfare of person and property in the City of Exeter; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 requires the City to divert resources from normal day-to-day operations, and has and will continue to impose extraordinary requirements on and expenses to the City; and

WHEREAS, the City Council here finds that the above described conditions related to the COVID-19 outbreak does warrant and necessitate the proclamation of the existence of a local emergency in the City of Exeter;

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND DECLARED** by the City Council of the City of Exeter;

1. A local emergency is hereby proclaimed to exist throughout the City of Exeter.
2. The local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Exeter.
3. As required by law, the City Council shall review the need to continue the state of emergency at least once every sixty (60) days until this Resolution is terminated.

**PASSED, ADOPTED AND APPROVED** this 24th day of March 2020 by the following vote:

AYES: Alves; Sally; Hails; Petty; and Waterman-Philpot

NOS: N/A

ABSTAIN: N/A

ABSENT: N/A

  
MAYOR

ATTEST:



\_\_\_\_\_  
CITY CLERK